Electronic Certificate of Origin

User Manual

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CHAPTER 1 : INTRODUCTION

1.1 BACKGROUND

A Certificate of Hong Kong Origin (CHKO), commonly known as "CO", is used to certify that the goods concerned are of Hong Kong origin. It is issued only when it has been established that the goods are the natural produce of Hong Kong or the product of a manufacturing process in Hong Kong which has changed permanently and substantially the shape, nature, form or utility of the basic materials used in manufacture.

A Certificate of Origin – Processing (COP), commonly known as "CP", is used to certify that a manufacturing process is carried out in Hong Kong. The application for CP is very much similar to that of the CO. They share the same application form and procedures. The only difference is that there are two additional fields on the CP. They are the "Country of Manufacture" and the "Processes carried out in Hong Kong". Moreover, CP will not be supported by PN.

The Trade And Industry Department is the agency of the Govt of HK which issues Certificates of Origin (CO). Apart from the Trade And Industry Department, there are five Government Approved Certification Organizations (GACOs) in HK which have been designated by the HKSAR Govt as competent to issue CO. These organizations are:

- The Hong Kong General Chamber of Commerce
- Federation of Hong Kong Industries
- The Indian Chamber of Commerce, Hong Kong
- The Chinese Manufacturers' Association of Hong Kong
- The Chinese General Chamber of Commerce

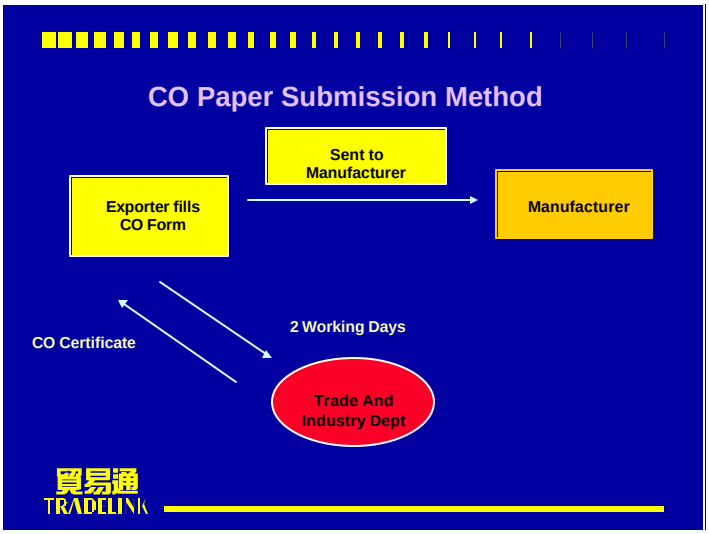
1.2 TRADITIONAL

The exporter, who is the prime responsible party for the lodgment of CHKO, would complete the CHKO application and submit the form to TID/GACO's at least 2 clearing working days before the departure of the carrying vessel.

One copy of the CHKO application form and a set of the Certificate of Hong Kong Origin in triplicate duly completed in all details are submitted. The CHKO application form contains details and declaration of the exporter, details and declaration of the manufacturer, and details and declaration of the subcontractor, if any, and details of the consignment and shipment. Therefore, it is jointly completed by the exporter, manufacturer and subcontractor as appropriate. The Certificate contains the consignment and shipment information and the signatory of the issuing organization.

It takes two clearing working days to process the CO. If everything is in order, the CO will be endorsed by Trade And Industry Department or GACOs. The duplicate will be issued to the applicant through the Issuing Counters of Certification Branch/GACOs.

1.3 ELECTRONIC WAY CO APPLICATION



In the electronic scenario of CO, it covers both the CO and CP application. Traders have an option to choose from the software. Moreover, there is a choice of the manufacturer or the exporter to initiate the CO Form.

The applicant needs to complete an application and generate a corresponding document (Request for manufacturer declaration (RMD) to manufacturer or manufacturer information (MI) to exporter) to his trading partner via Tradelink. Upon receipt of the RMD/MI via Tradelink, the trading partner will use this information to prepare and sumbit the manufacturer declaration (CO MD) or CO application (AP) to Tradelink.

Tradelink will perform data validation and matching if both the CO AP and CO MD are received. If the validation is successful, Tradelink will pass the two ELECTRONIC messages to Trade And Industry Department and send an Acknowledgement message to exporter and manufacturer. Otherwise, Tradelink will send an application error message to the exporter.

When Trade And Industry Department receives the two ELECTRONIC messages for the CO application, it takes 1 clear working day to process it. On the following day, an "Approval Message" will be sent to the exporter and manufacturer via Tradelink if the application is successful. Otherwise, "Deferment" message will be sent.

Upon receipt of the "Approval" message, the exporter needs to print the "collection slip" and bring it to Trade And Industry Department or GACOs for collection of the certificate.

1.3.1 PARTIES INVOLVED

4 maximum parties can be involved in the CO Application. Combinations may be:

- Exporter-cum-Manufacturer
- Exporter-cum-Manufacturer with 2 subcontractors
- 1 Exporter and 3 manufacturers
- 1 Exporter, 2 manufacturers and 1 subcontractor
- 1 Exporter, 1 manufacturer and 2 subcontractors

Either the exporter or the manufacturer can initiate the CO application.

CHAPTER 2 : OVERVIEW OF ELECTRONIC CERTIFICATE OF ORIGIN

2.1 DIFFERENT TYPES OF ELECTRONIC CO SCENARIOS

3 Types of Electronic CO scenario	Exporter-cum-Manufacturer and Subcontractor
	Separate Exporter and Manufacturer
	Separate Exporter, Manufacturer and Subcontractor

2.1.1 EXPORTER-CUM-MANUFACTURER AND SUBCONTRACTOR

In the case that the exporter is also the manufacturer for the CO application, he needs to prepare the CO Application (CO AP). He can load the CO AP information to complete his Manufacturer Declaration (CO MD). Also, the manufacturer would prepare another MD with manufacturer's and subcontractor's information and forwarded this completed MD to his subcontractor for review and endorsement via Tradelink.

Upon receipt of the CO MD from his manufacturer via Tradelink, the subcontractor will endorse this message and submit the CO MD to Tradelink. An acknowledgement (ACK) message will be sent to the manufacturer to notify that the subcontractor has endorsed and sent the CO MD to Tradelink.

Tradelink will perform data validation and matching if both the CO AP and CO MD are received. If the validation is successful, Tradelink will pass the electronic messages to Trade And Industry Department and send an ACK message to the exporter, manufacturer and subcontractor. If the validation is not successful, Tradelink will send an error message/outstanding advice message to the exporter.

Govt/GACOs need 1 clearing working day to process the CO. An approval/deferment message will be sent to exporter and manufacturer. Upon receipt of the Approval message, the exporter has to print the collection slip and bring it to Trade And Industry Department/GACOs to collect the Certificate.

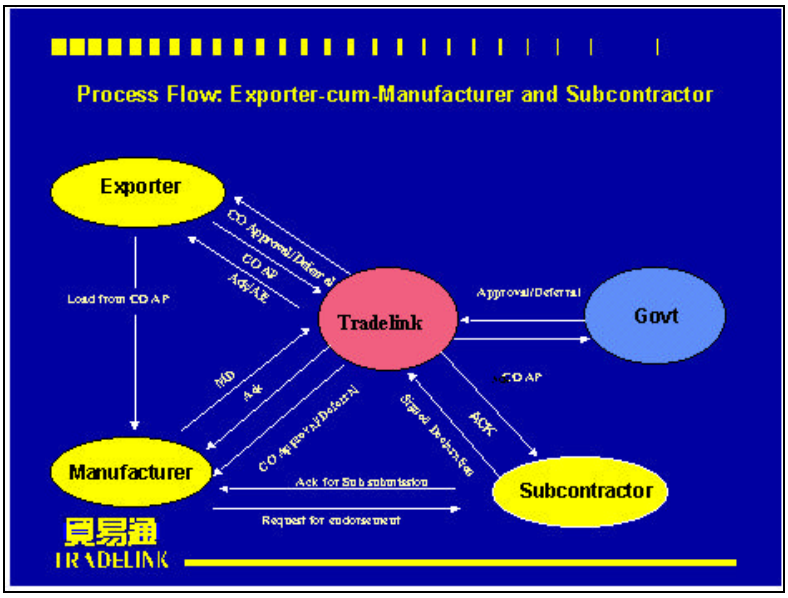


Figure 1 Exporter-cum-Manufacturer and subcontractor

2.1.2 SEPARATE EXPORTER AND MANUFACTURER

I Exporter initiates the process

In this case, if the exporter initiates the CO application, he needs to prepare and submit a CO AP to Tradelink and at the same time, generate a "Request for Manufacturer's Declaration" (RMD) to the manufacturer via Tradelink.

Upon receipt of the RMD from the exporter via Tradelink, the manufacturer will use this information to prepare and submit the Manufacturer's Declaration (CO MD) to Tradelink.

Tradelink will perform data validation and matching once all the messages ie CO AP and CO MD are received. If the validation is successful, Tradelink will forward the electronic messages to the Trade And Industry Department/GACOs and send an Acknowledgement message to the exporter and manufacturer. Otherwise, Tradelink will send an error message to the exporter.

TID/GACOs take 1 clear working day to process the messages. On the following day, an "Approval/Deferment" message will be sent to the exporter and manufacturer.

The exporter will then print the "Collection Slip" and bring it to TID/GACOs to collect the Certificate.

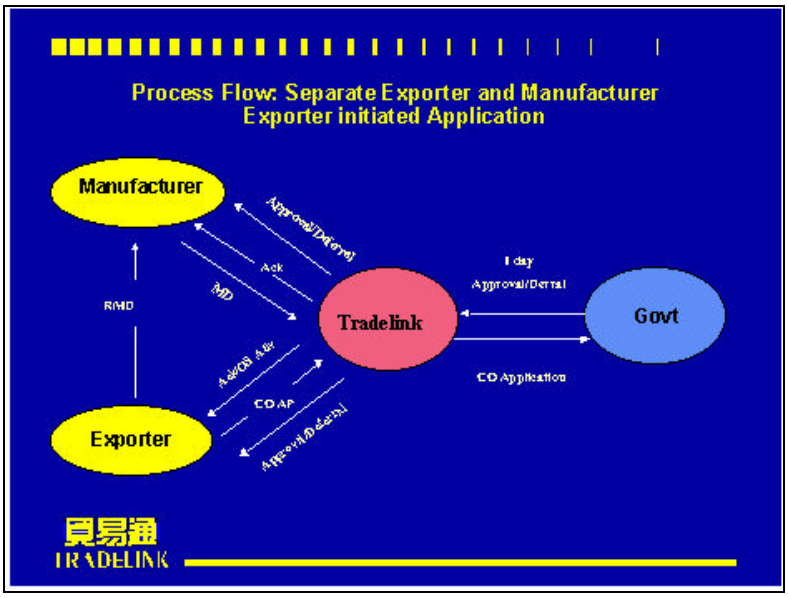


Figure 2 Separate Exporter and Manufacturer (exporter initiates the process)

II Manufacturer initiates the process

In this case, if the manufacturer initiates the CO application, he needs to prepare and submit a CO MD to Tradelink and at the same time, generate a "Manufacturer's Information" (MI) to the Exporter via Tradelink.

Upon receipt of the MI from the manufacturer via Tradelink, the exporter will use this information to prepare and submit the CO AP to Tradelink.

Tradelink will perform data validation and matching once all the messages ie CO AP and CO MD are received. If the validation is successful, Tradelink will forward the electronic messages to the Trade And Industry Department/GACOs and send an Acknowledgement message to the exporter and manufacturer. Otherwise, Tradelink will send an error message to the exporter.

TID/GACOs take 1 clear working day to process the messages. On the following day, an "Approval/Deferment" message will send to the exporter and manufacturer.

The exporter will then print the "Collection Slip" and bring it to TID/GACOs to collect the Certificate.

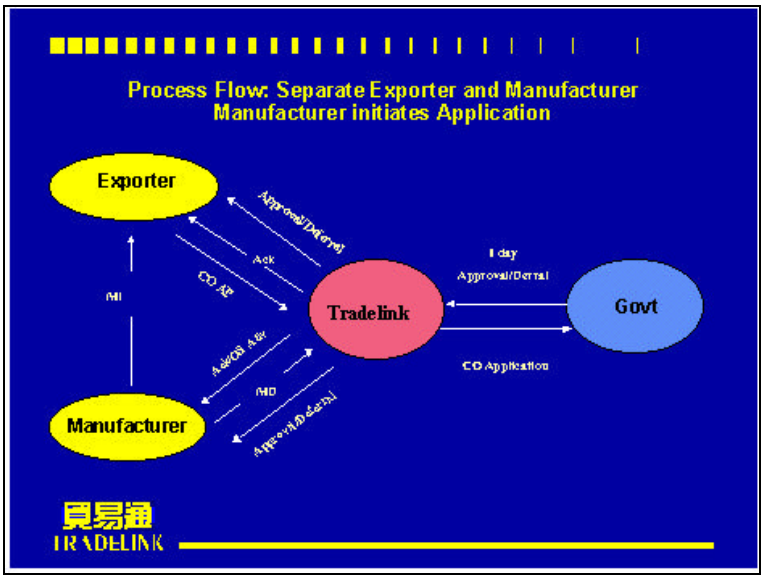


Figure 3 Separate Exporter and Manufacturer (manufacturer initiates the process)

2.1.3 SEPARATE EXPORTER, MANUFACTURER AND SUBCONTRACTOR (EXPORTER INITIATES THE PROCESS)

In this case, if the exporter initiates the CO application, he needs to prepare and submit a CO AP to Tradelink and at the same time, generate a "Request for Manufacturer's Declaration" (RMD) to the manufacturer via Tradelink.

Upon receipt of the RMD from the exporter via Tradelink, the manufacturer will use this information to prepare and submit the Manufacturer's Declaration (CO MD) to Tradelink. At the same time, upon preparing the CO MD by manufacturer, he will send a Manufacturer Declaration to his subcontractor. The subcontractor will preview and endorse the message and send to Tradelink. Upon receipt of the endorsement message from subcontractor, Tradelink will forward an Acknowledgement message to notify the manufacturer. Then, Tradelink will perform data validation and matching once all the messages ie CO AP and CO MD are received.

If the validation is successful, Tradelink will forward the electronic messages to the Trade And Industry Department/GACOs and send an Acknowledgement message to the exporter, manufacturer and subcontractor. Otherwise, Tradelink will send an error message to the exporter.

TID/GACOs take 1 clear working day to process the messages. An "Approval/Deferment" message will be sent to the exporter and manufacturer.

The exporter will then print the "Collection Slip" and bring it to TID/GACOs to collect the Certificate.

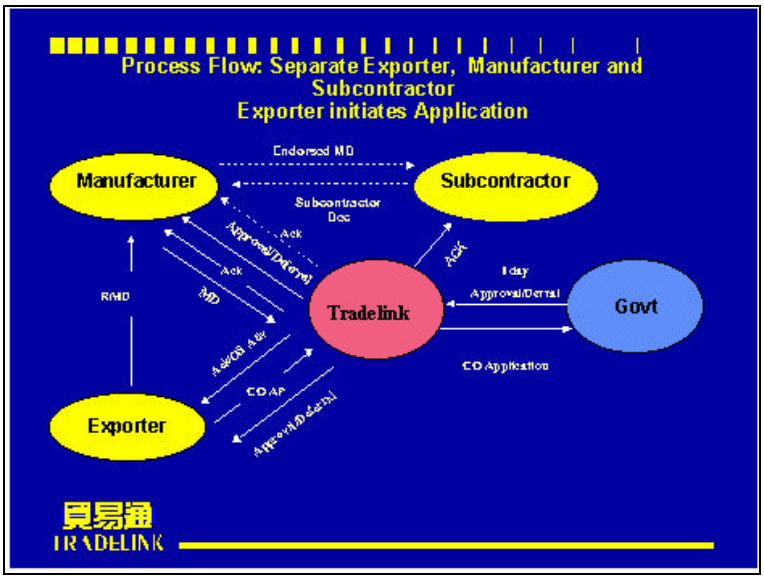


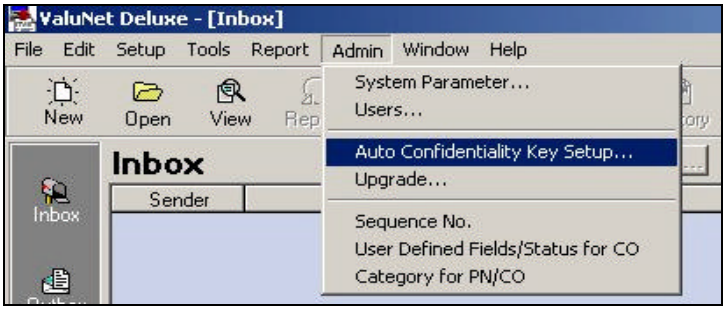
Figure 4 *Separate Exporter, Manufacturer and subcontractor (exporter initiates the process)*

CHAPTER 3: COMPANY SETUP

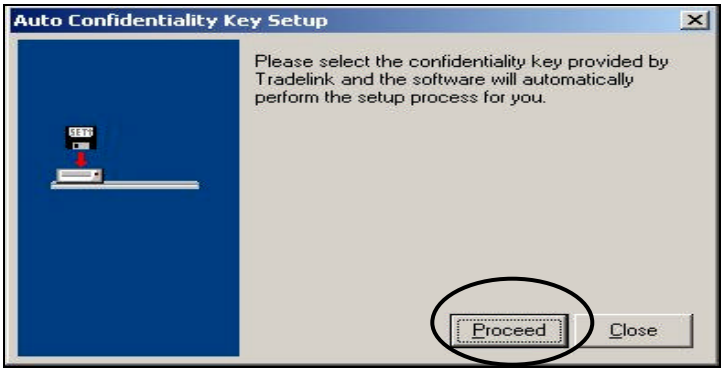
3.1 INSTALL CONFIDENTIALITY KEY

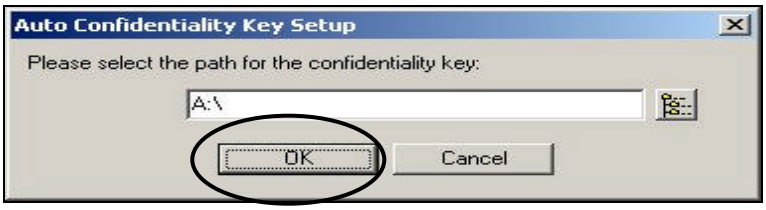
In order to facilitate first time set up, Tradelink combines the useful information (Confidentiality Key diskette, Company Profile and Tradelink Backend System Information Sheet for each company) into a single diskette called the Confidentiality Key Diskette. You can simply run Auto Setup in a quick and easy manner.

*1 Choose Auto **Confidentiality Key Setup** under **Admin** of the menu bar.*

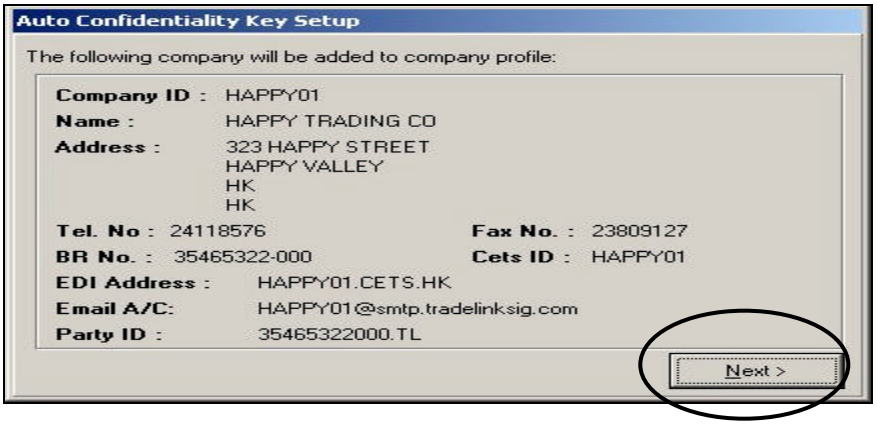


2 Press Proceed *and* OK *to carry on*

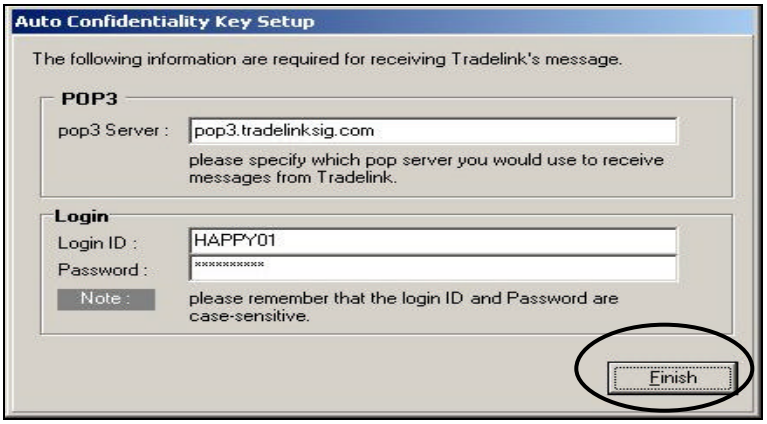

Auto Confidentiality Key Setup
Please select the confidentiality key provided by Tradelink and the software will automatically perform the setup process for you.
Proceed
Close



3 You can view your company profile here. Press



4 Press


Auto Confidentiality Key Setup
The following information are required for receiving Tradelink's message.
POP3
pop3 Server : pop3.tradelinksig.com
please specify which pop server you would use to receive messages from Tradelink.
Login
Login ID : HAPPY01
Password : **********
Note : please remember that the login ID and Password are case-sensitive.
Finish

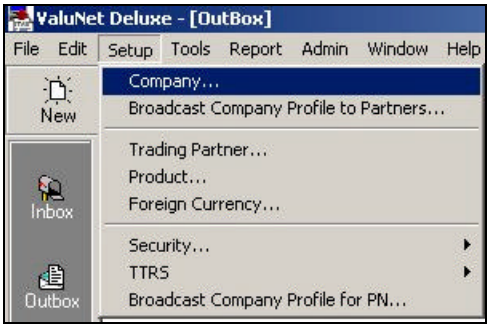
5 Press

to finish the Confidentiality key Setup

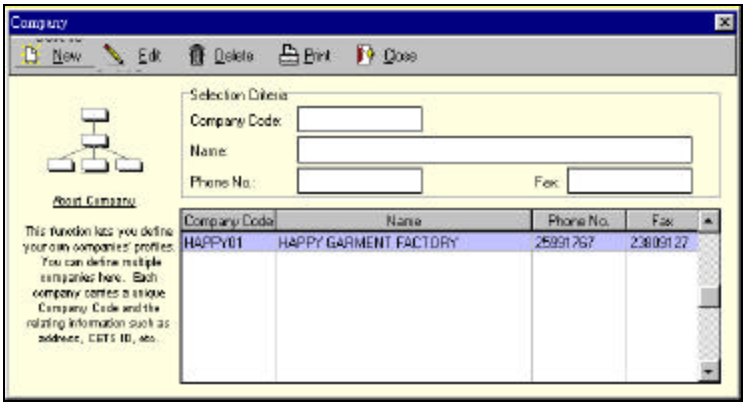
3.2 CONFIRM COMPANY PROFILE INFORMATION

After successfully install the Confidentiality Key, you have to check the company profile information are correct.

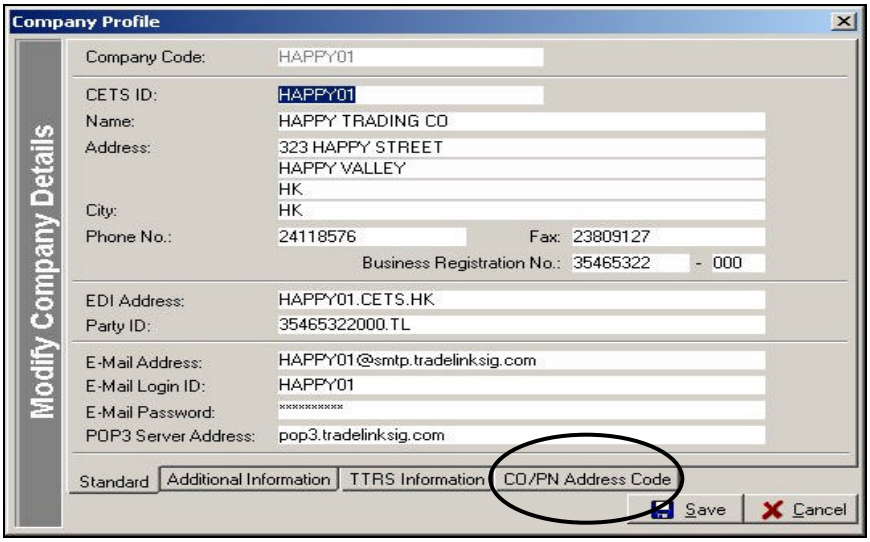
*1 Go to **Setup** menu and choose **Company**.*



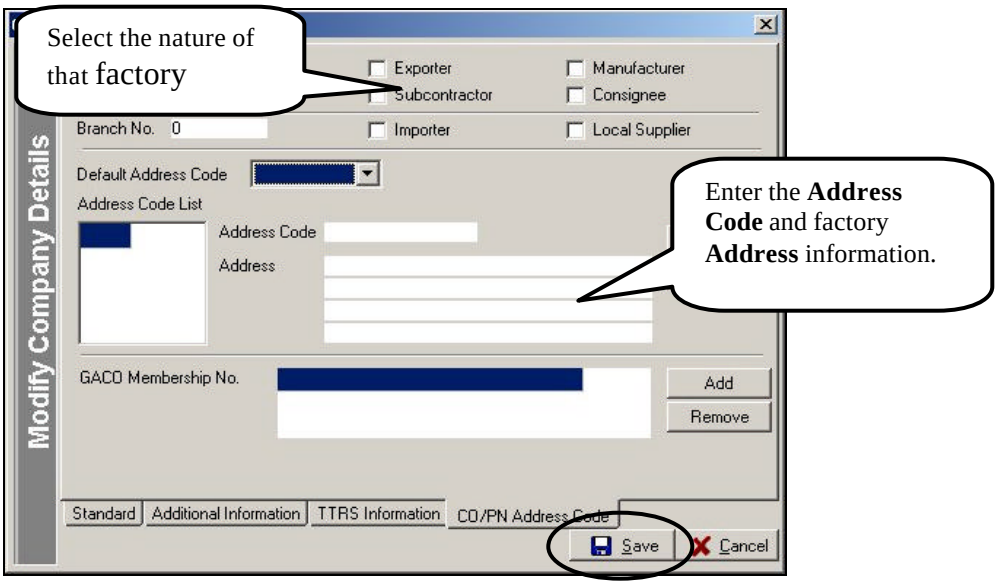
2 Double click to open the selected company profile.



*3 After finished checking the company profile information, click **CO / PN Address Code** folder to enter the factory information.*



4 Click Save *to finished the update.*

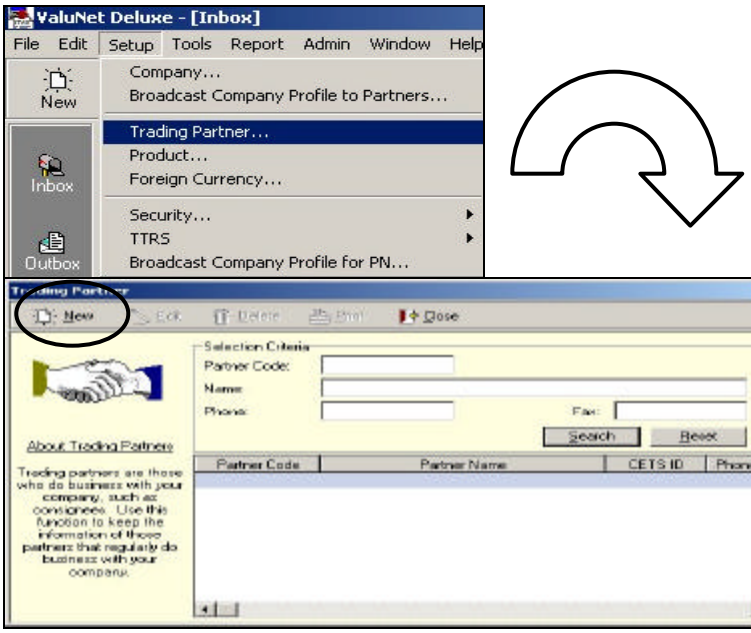


Tips	Please contact Tradelink if you found incorrect information appears in your company profile. Address Code information should be the same as the one register at Trade And Industry Department.

3.3 CREATE TRADING PARTNER PROFILE

Trading partners are those companies with business relationship of the manufacturer eg. subcontractor or local supplier.

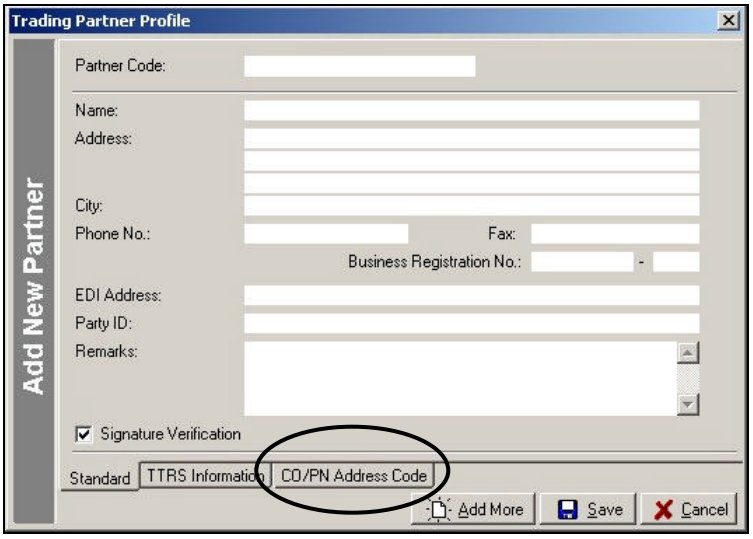
*1 Go to **Setup** and select **Trading Partner**. Press* New



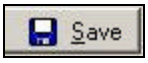
2 Enter the Partner Code, which is assigned by you for ease of reference.

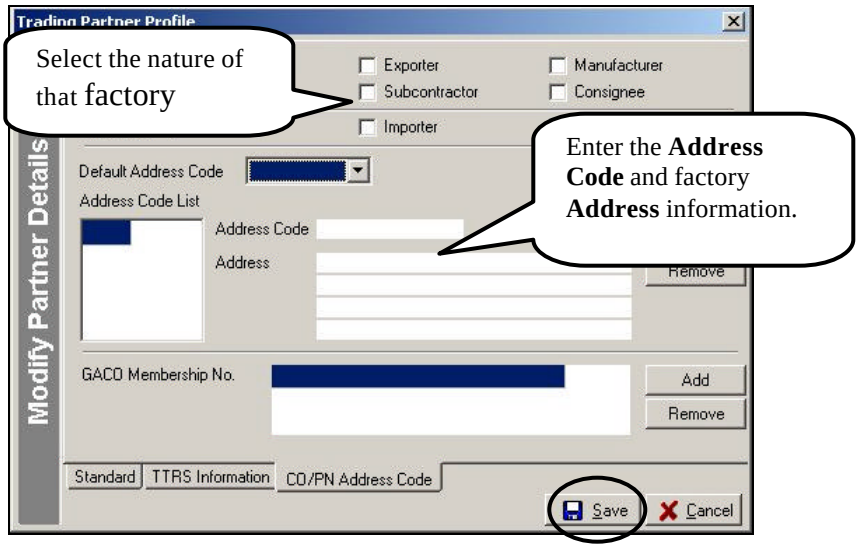
3 Enter the Name and Address of the trading partner.

*4 After finish, click the **CO/PN Address Code** folder to enter the factory information.*



5 You can use mouse to click the nature of the trading partner.

6 Click  *to finished the update.*



3.4 INSTALL ID-CERT

When your company subscribed Tradelink's service, someone had been nominated as the signatory officer to sign documents.

To initialize your signature key (ID-Cert), you should have the following items on hand:

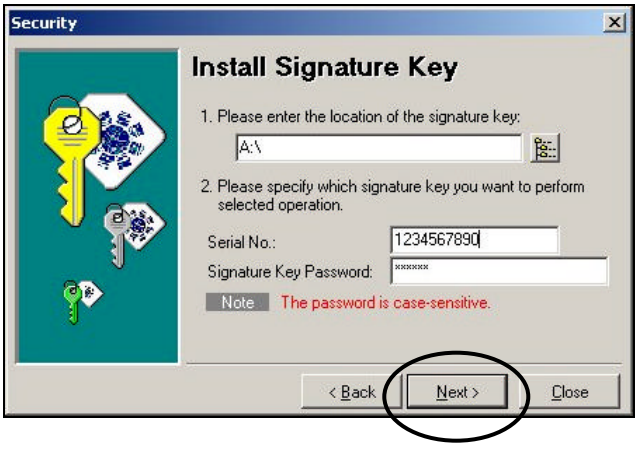
1	Personal ID-Cert Class 1
2	ID-Cert Password

*1 Go to **Setup** menu and choose **Security**. Select **Install Signature Keys***

2 Press *to start installation.*

Security
Install Signature Key
This function lets you install the signature keys which generate the electronic signature when signing declarations.
To install a signature key, you need the 'Signature Key' which has been distributed to you with Tradelink's Customer Kit.
< Back
Next >
Close

*3 Insert the ID Cert Diskette into the floppy drive or plug the ID-Cert USB token to the USB Hug. Enter the **Serial No**. and **Signature Key Password** according to the PIN Mailer that Tradelink provided. Press* *to continuos.*

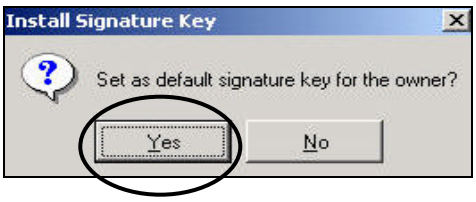


4 Input the fields of HKID Card Number. Press Next > *to carry on.*

5 After initializing the signatory officer's Signature Key successfully, the system will prompt you to change the new Password. Press Next > *to continuos.*

Security
Install Signature Key
Note
If you have multiple Signature Keys for the current authorizer, you MUST use the same password among these Signature Keys.
The password is case-sensitive.
Please enter a new signature key password.
New Password:
Verify Password:
< Back
Next >
Close

6 Press Yes *to set your Signature key as a default key. Press* No *to abort this function.*

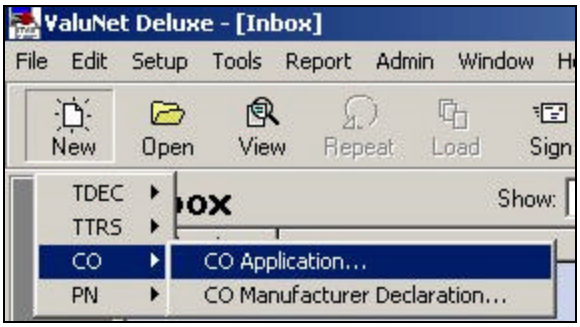


7 Signature key has been installed successfully. You can press Close *to exit.*

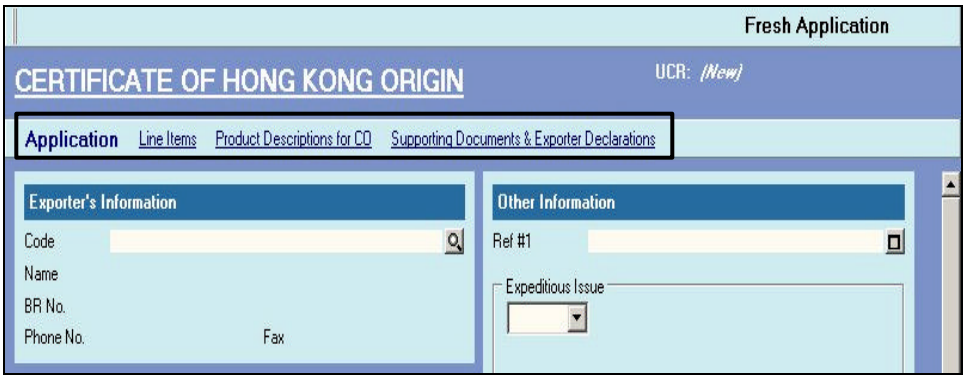
CHAPTER 4 : HOW TO COMPLETE AN CO AP

4.1 DIFFERENT PARTS OF AN CO APPLICATION

Click the **New** button on the toolbar and then select **CO and CO Application**.



The CO form is divided into four parts. You can click on the screen to move to next sections of the CO form.

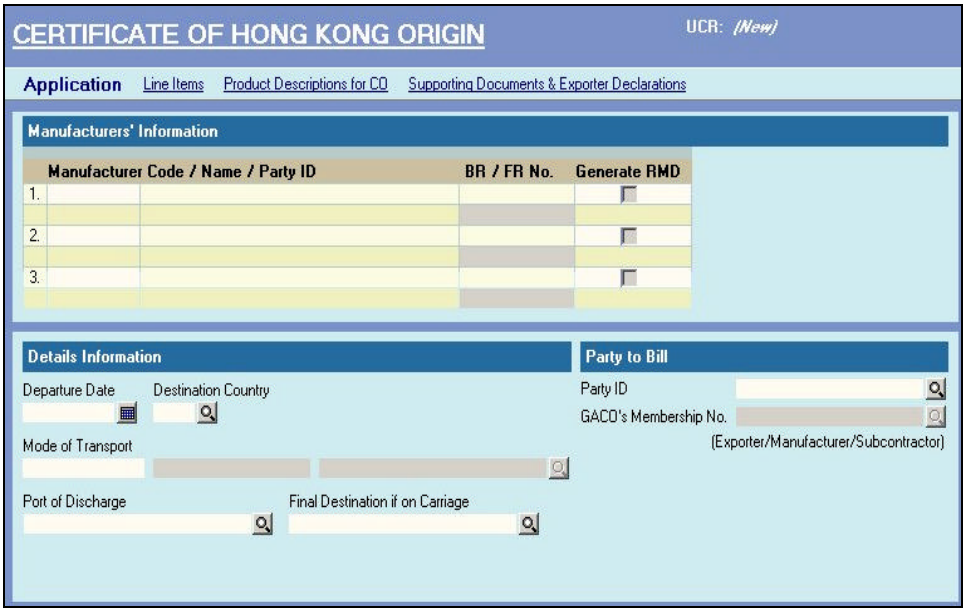


A	Application
B	Line Items
C	Product Descriptions for CO
D	Supporting Documents & Exporter Declarations

Part A - **Application**

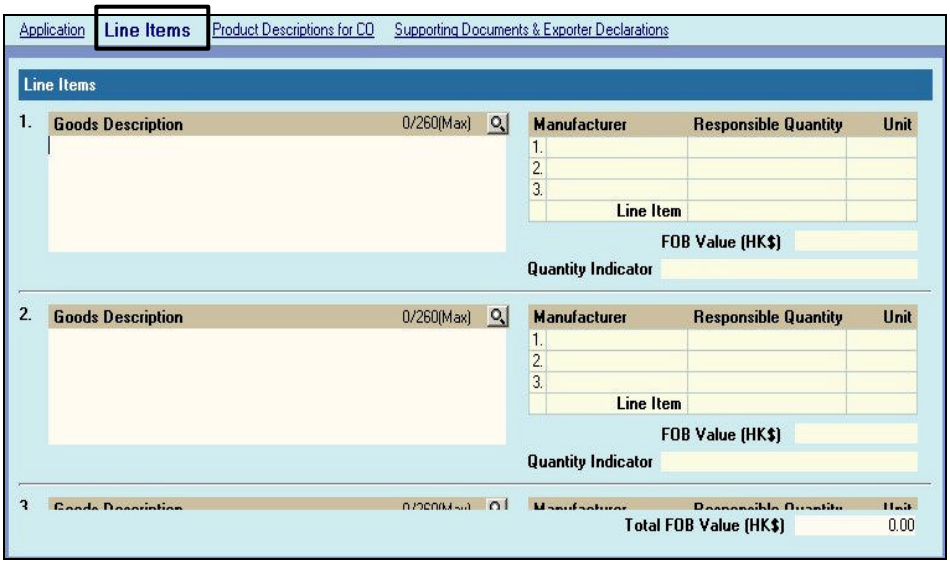
It includes: Type of certificate, Exporter's information, Certificate Issuing Organization, Consignee's Information, Other Information, Notify Party's Information, Manufacturer's Information, Shipment Information and Party to Bill.

Scroll Down



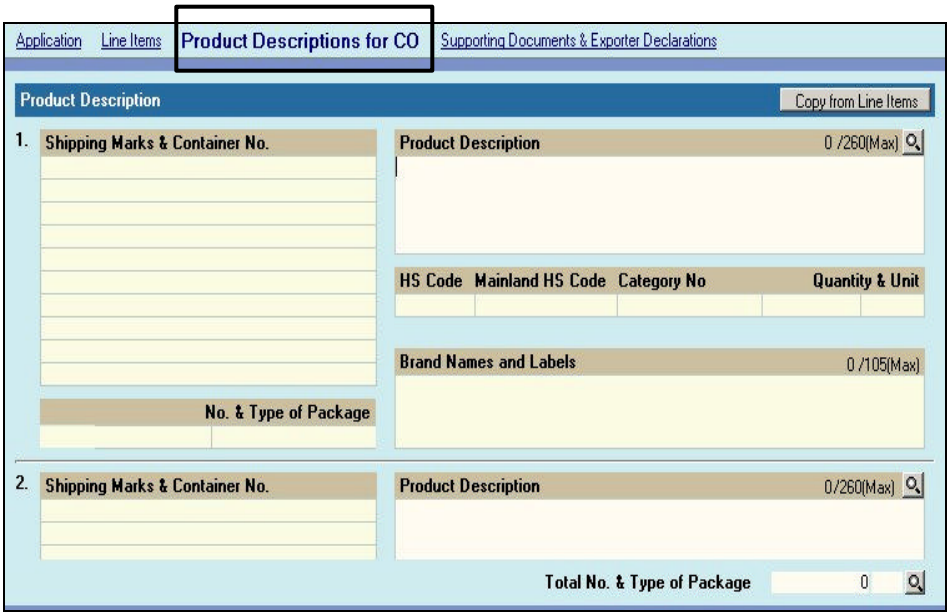
Part - B **Line Items**

It includes: Goods Description, Manufacturer information, Responsible Quantity, Quantity Indicator, and Unit and FOB Value.



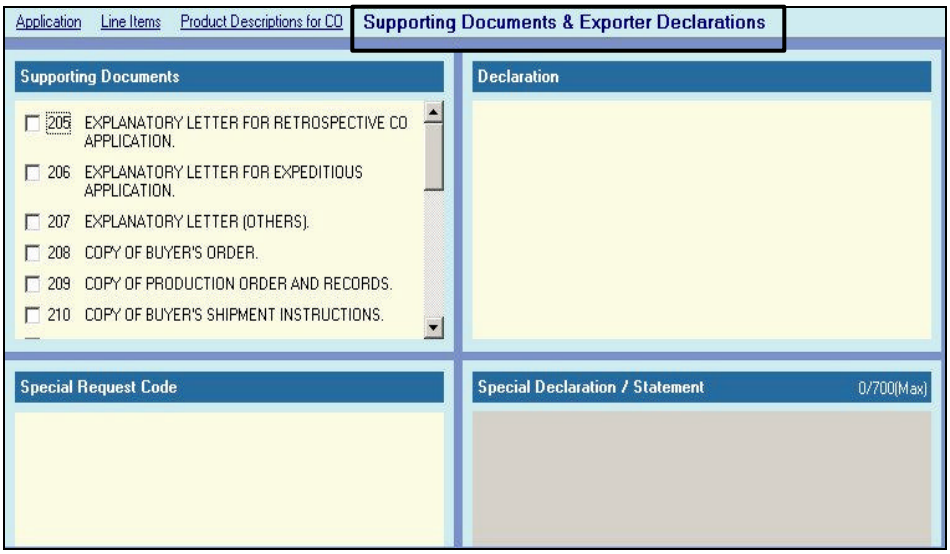
Part C - **Product Descriptions for CO**

It includes: Shipping Marks & Container No., Product Description, HS code, Category No., Quantity and Unit, Brand Names and Labels and Total No & Kind of Package.

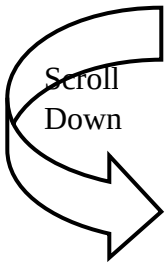


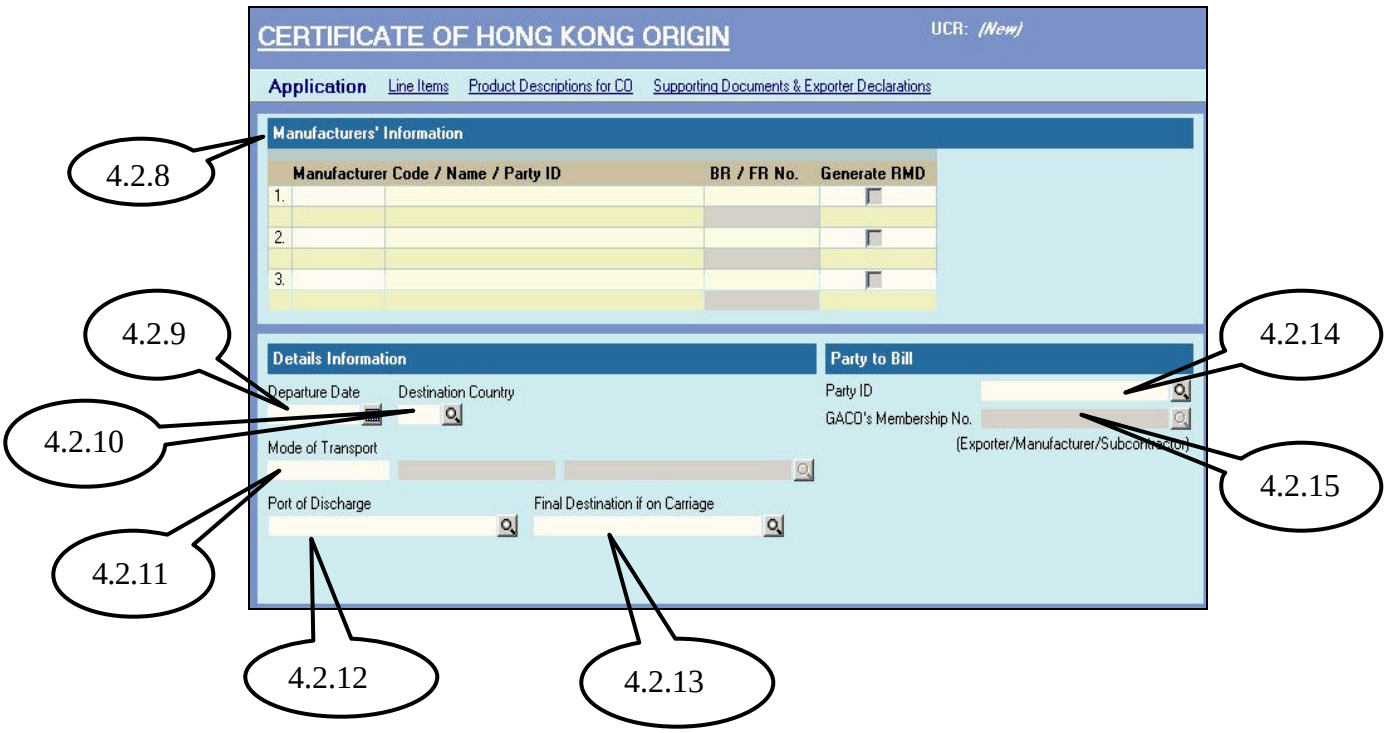
Part D - **Supporting Documents & Exporter Declarations**

It includes: Supporting Documents, Special Request Code, Declaration and Special Declaration/Statement.



4.2 HOW TO COMPLETE PART I - APPLICATION





4.2.1 CERTIFICATE OF HONG KONG ORIGIN

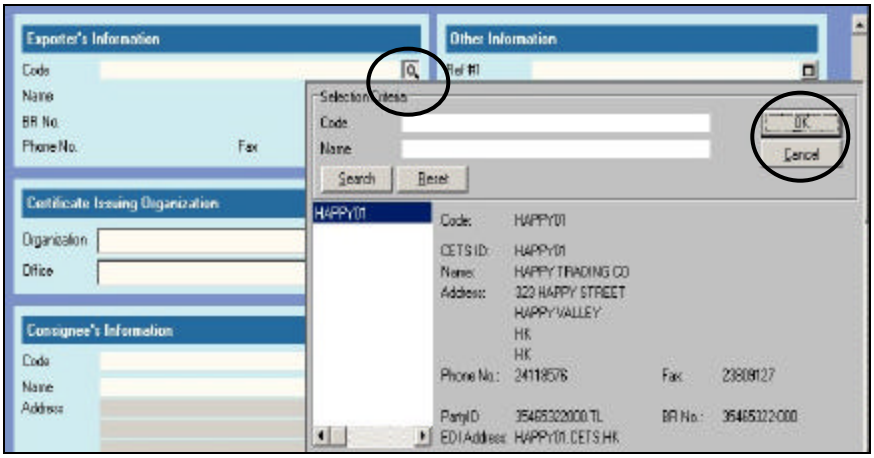
1 Use mouse to click this field to select the appropriate certificate type. Totally 3 types

Tips :	CO	is used to certify that the goods concerned are of Hong Kong origin
	COP	is used to certify that the goods concerned have go through certain manufacturing processes in Hong Kong but not yet fulfill Hong Kong Origin Status.
	CEPA CO	is used to apply zero tariff for trade in goods between Mainland China and Hong Kong

4.2.2 EXPORTER'S INFORMATION

Exporter should have been preset in the "Company table" and must register with Tradelink as customer.

1 Click *and the preset data in Company Table will be showed for your selection.*



4.2.3 APPLICATION TO BE SUBMITTED TO

You can choose where to collect the certificate.

1 Use mouse to click the *to show the list for selection.*

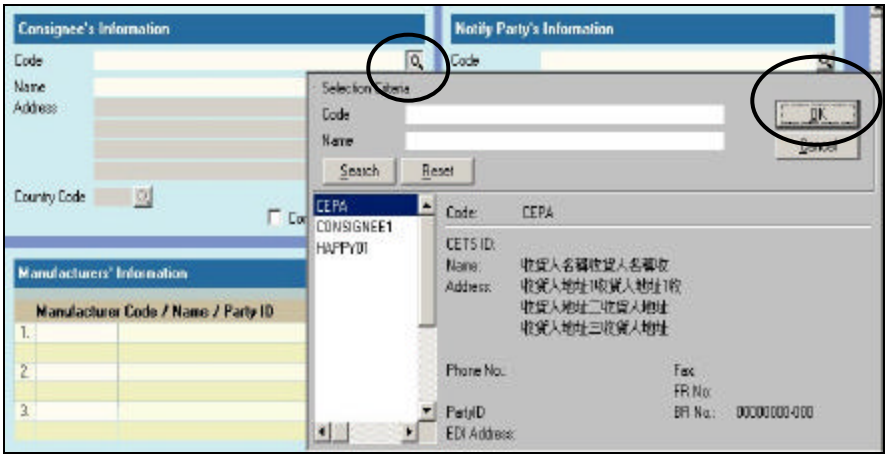
*2 For some **issuing organizations**, if you click the* *button and choose the location to take the certificate.*

Certificate Issuing Organization
Organization
Office
TRADE AND INDUSTRY DEPARTMENT
THE CHINESE GENERAL CHAMBER OF COMMERCE
THE CHINESE MANUFACTURERS' ASSOCIATION OF HONG
FEDERATION OF HONG KONG INDUSTRIES
THE HONG KONG GENERAL CHAMBER OF COMMERCE
THE INDIAN CHAMBER OF COMMERCE, HONG KONG
Consignee's

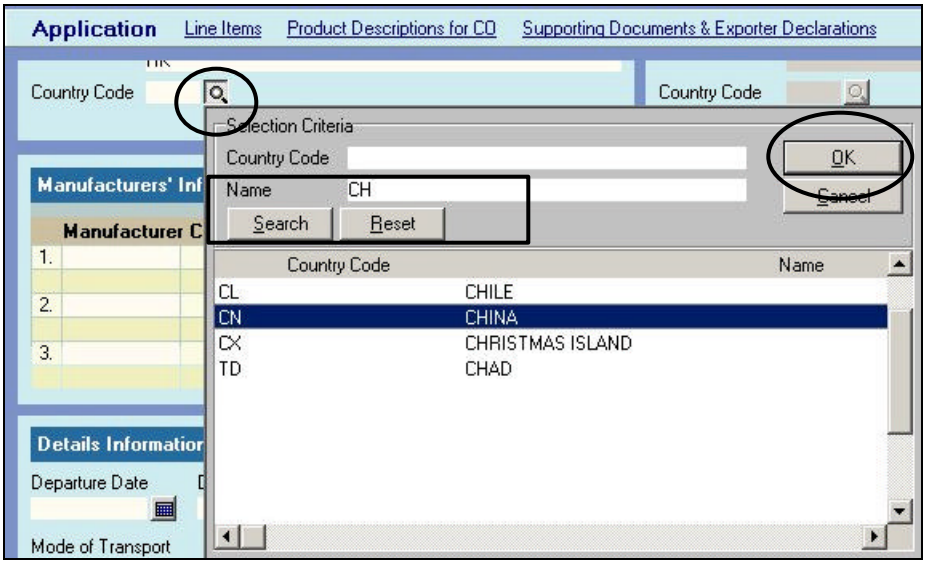
4.2.4 CONSIGNEE'S INFORMATION

It is an **optional field** and you can preset in the trading partner table.

1 Click the *to select and click **OK** to exit.*

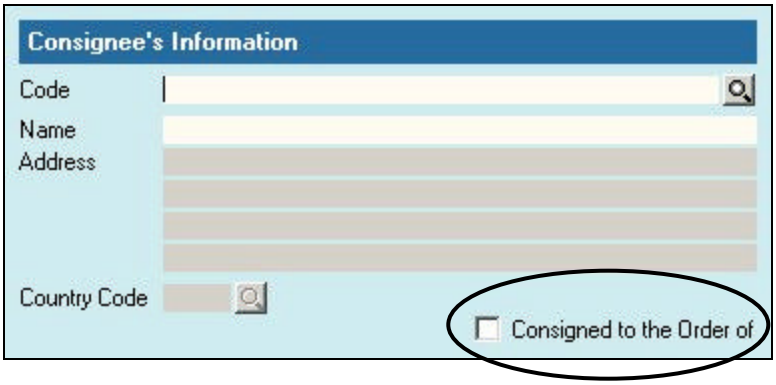


2 Upon finished, enter the country code of the consignee. You can direct input the country code or click the *button and the code table will be prompted out.*



*3 Enter the country name in the field of **Name**. Select the appropriate country code and click **OK** to exit.*

*4 If the goods are to be shipped to the Country of final Destination on behalf of a third party instead of the consignee, indicate it by clicking the **Consigned to the order** of check box.*

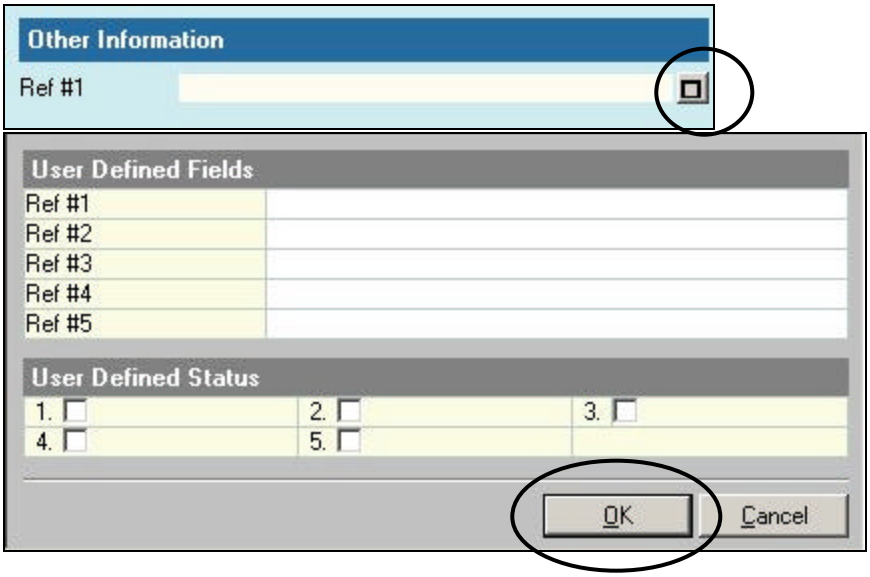


4.2.5 OTHER INFORMATION

It is a user defined field and is **optional** to user.

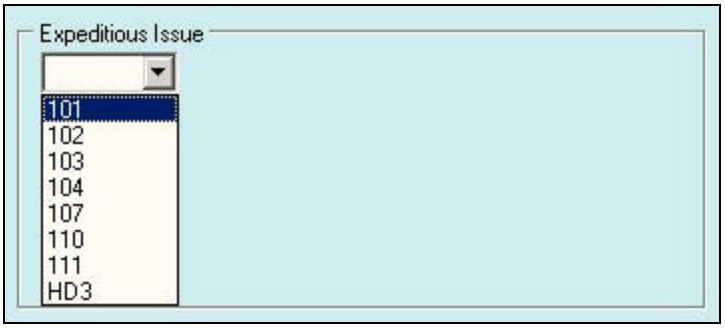
1 Click *icon and you can open the table for entering internal department's reference code/number of your company.*

*2 Click **OK** to exit.*



4.2.6 EXPEDITIOUS ISSUE

If it is an expeditious issue, click the *button and select the reason for such application.*



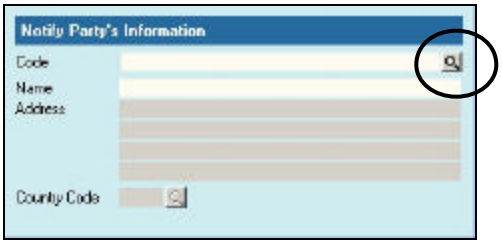
Tips	
	Supporting document has to be submitted when Expeditious Issue is selected (you can refer to Part 4.5.1 for details). It takes 1 clearing working day to process an electronic CO. If Expeditious Issue is selected, the CO will be handled as fast as possible.

4.2.7 NOTIFY PARTY'S INFORMATION

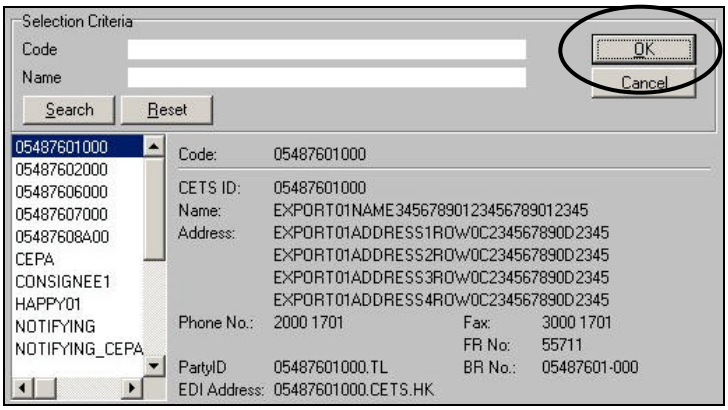
It is an **optional field** and enters if necessary.

1 Click *button and the Trading Partner Table will be shown for selection.*

*2 Click **OK** to exit.*

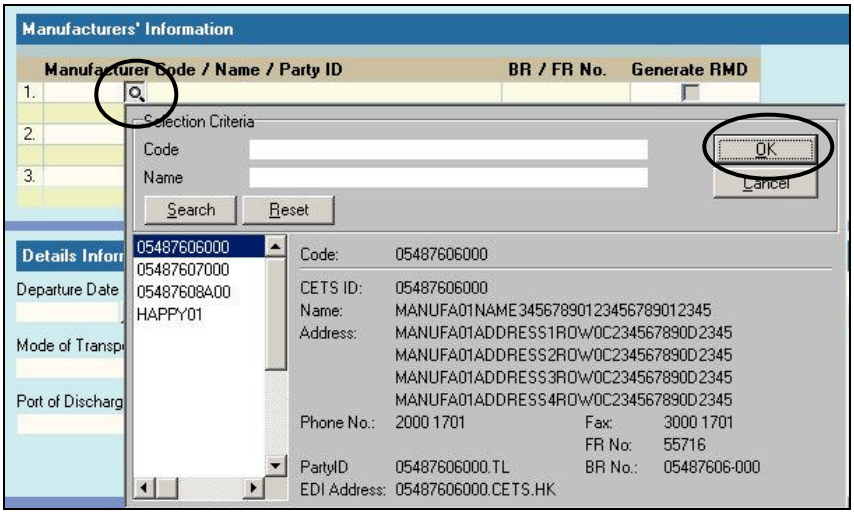


3 If you need to notify another third party eg. bank regarding this CO, you can enter its or select under the trading partner table

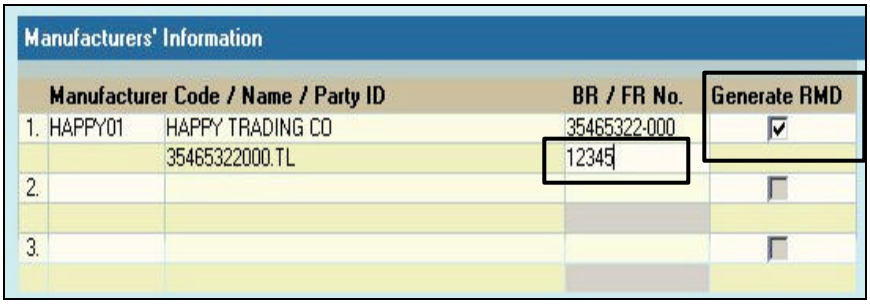


4.2.8 MANUFACTURERS' INFORMATION

1 Enter the manufacturer information. Use mouse to click the *button. A table will be shown for your selection.*



2 Input Factory Registration No (FR#). Click RMD boxed if necessary



Tips	
	FR No: Input the FR no of the manufacturer
	Generate RMD: Ensure the RMD checkbox being ticked. Otherwise, the manufacturers will not received the RMD message
	Manufacturer: Select up to 3 manufacturers in a CO form

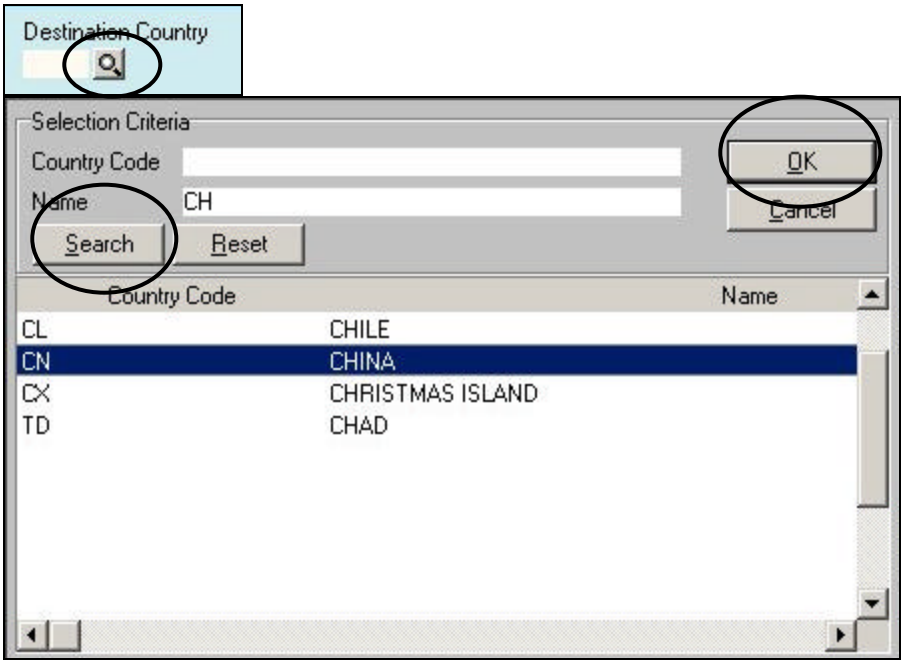
4.2.9 DEPARTURE DATE

Click the button to select the date.

Tips	The submission of the CO should be made at least two clear working days before the departure date of the carrying vessel (this does not include the day of submission, the departure day and intervening public holidays and Sundays)

4.2.10 DESTINATION COUNTRY

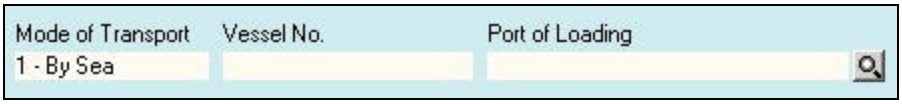
Enter the code for the destination country. Or you can search from the country code table



4.2.11 MODE OF TRANSPORT

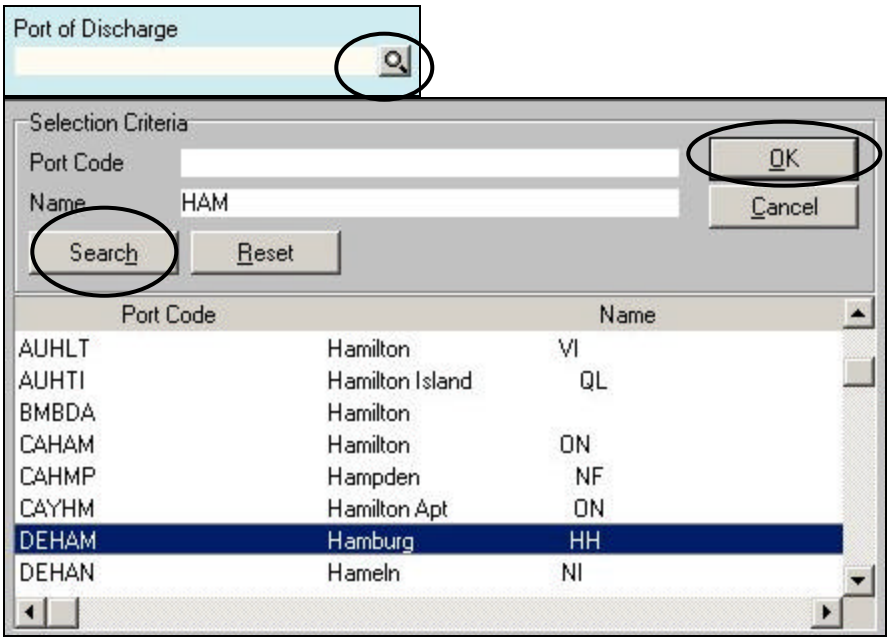
Click this field and you will find the options listed out for your selection.

If you select by sea, the corresponding field vessel no. will appear. Upon finished, enter the port of loading field.



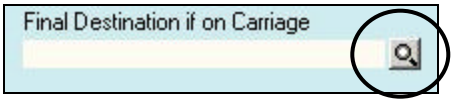
4.2.12 PORT OF DISCHARGE

Enter the port of discharge in this field. Click the *button, the table will prompt up for your selection*



4.2.13 FINAL DESTINATION IF ON CARRIAGE

Enter this field only if the ***Port of Discharge*** *is different from the* ***Final Destination.***



4.2.14 PARTY TO BILL

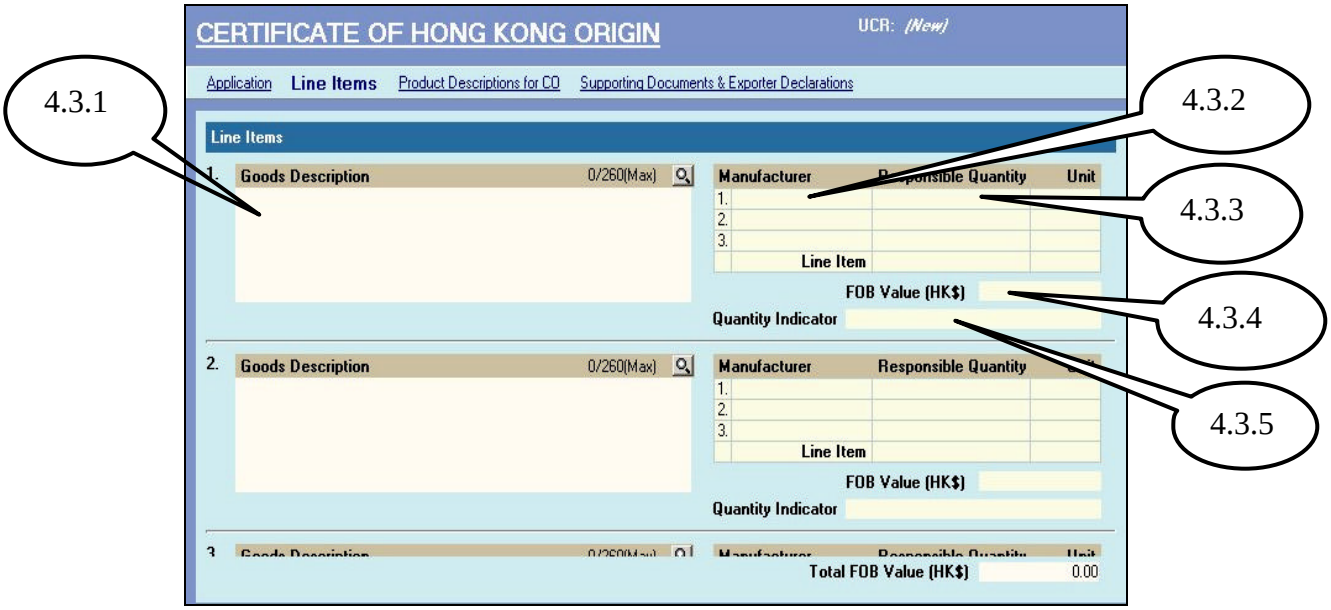
Enter the Party ID of the party who is responsible to pay for the CO application.

Tips	Party ID must be the same in CO AP and CO MD. Failure to match this information would result in rejection by Tradelink due to party to bill does not match.

4.2.15 GACO'S MEMBERSHIP NO

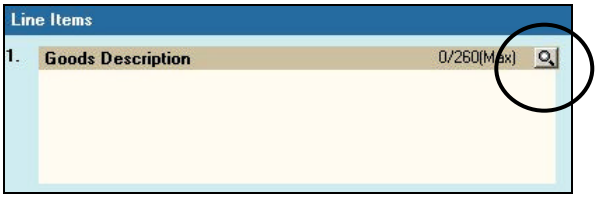
If you are a member of a GACO and choose to apply the CO application at the GACO, you can enjoy a ***discounted*** *CO application fee by providing the GACO's membership number in the following field.*

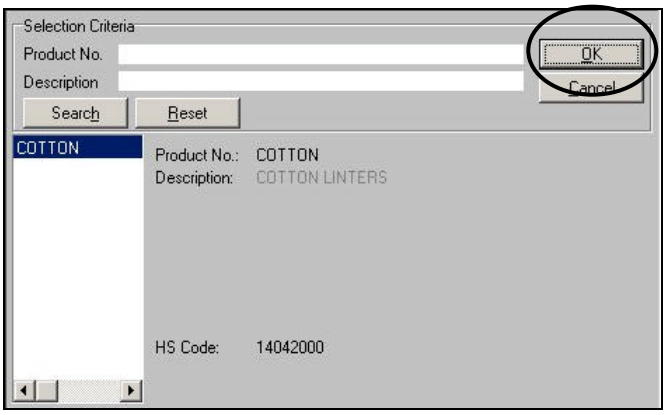
4.3 HOW TO COMPLETE PART B



4.3.1 GOODS DESCRIPTION

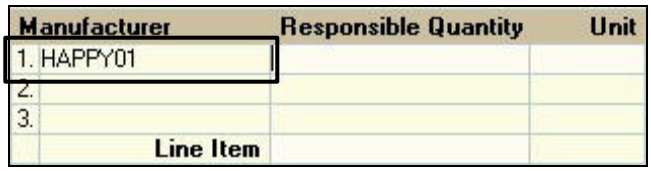
Enter the goods description details in this field. You can use the *button to open the product table for selection. Or you can enter directly.*





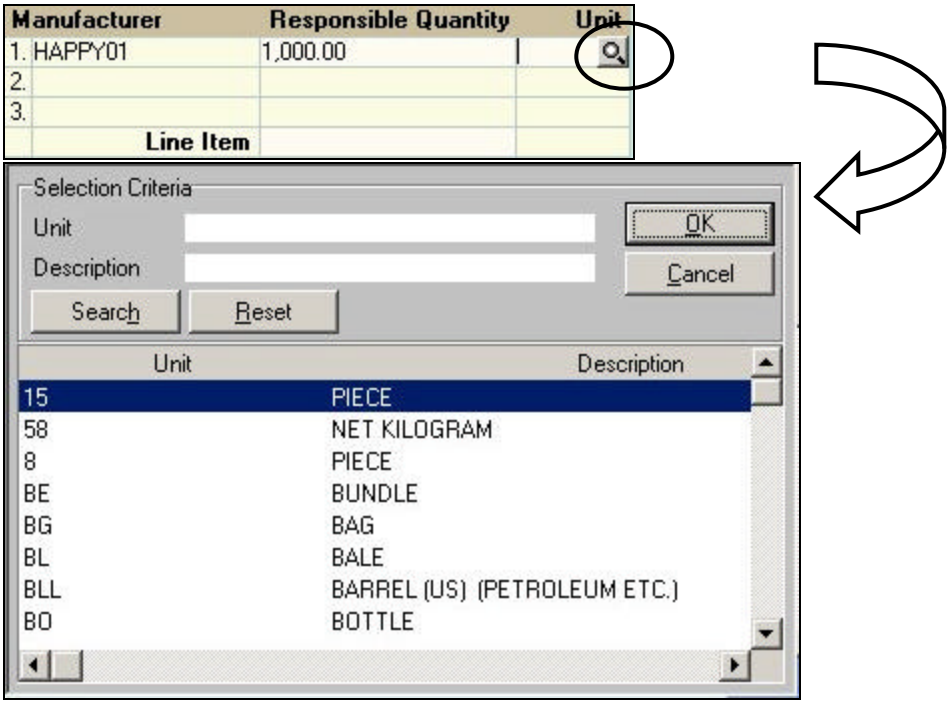
4.3.2 MANUFACTURER

You do not have to enter this field as this information has been copied from point 4.2.8



4.3.3 RESPONSIBLE QUALITY AND UNIT

Enter the quantity responsible by each manufacturer. Enter the unit code as appropriate. You can use mouse to activate the code table as follows:

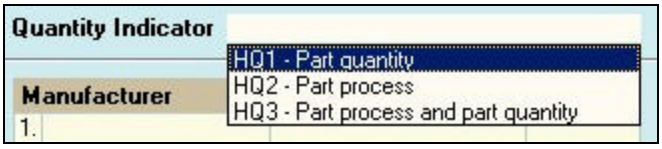


4.3.4 FOB VALUE

Enter the FOB value of the goods

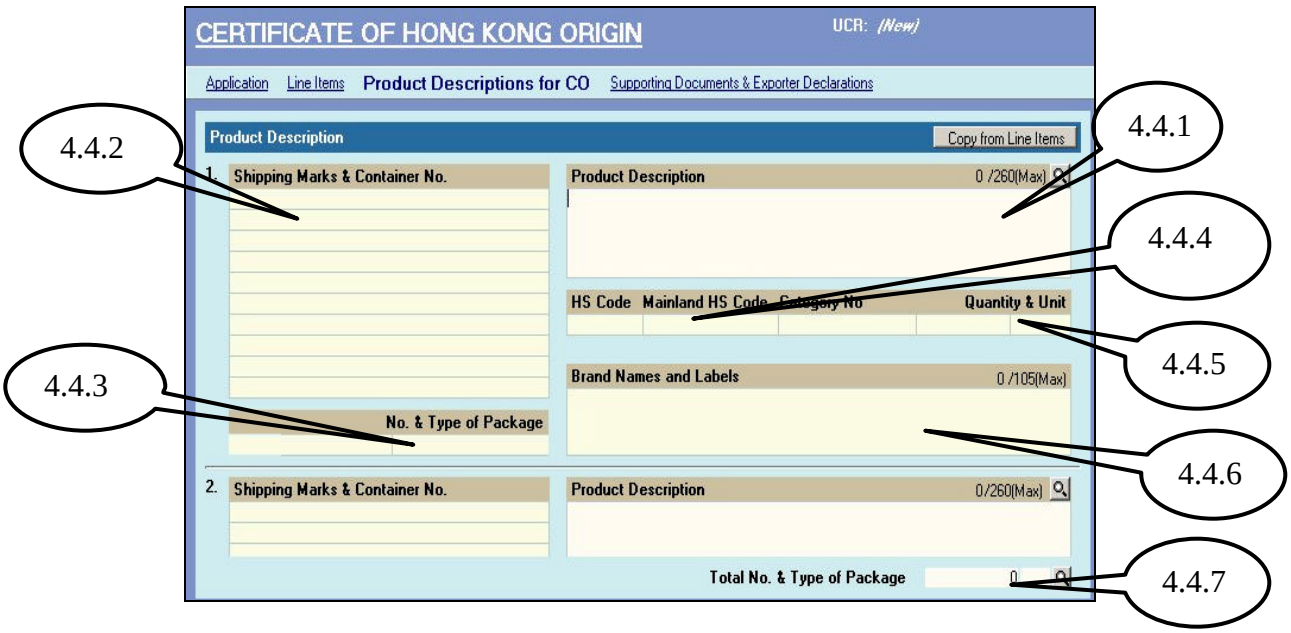
4.3.5 QUANTITY INDICATOR

Indicate if the quantity is part process, part quantity or part process and part quantity.



Tips	
	HQ1 Part quality means the pieces of manufacturers are equal HQ2 Part process means each manufacturers response for part of the product HQ3 Part process and part quality mean include both HQ1and HQ2

4.4 HOW TO COMPLETE PART C



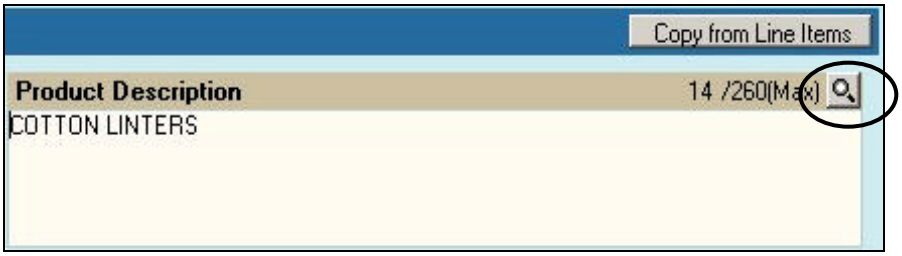
4.4.1 PRODUCT DESCRIPTION

You can enter directly or search from the product table.

1 Click the *button and the product table will be opened for selection.*

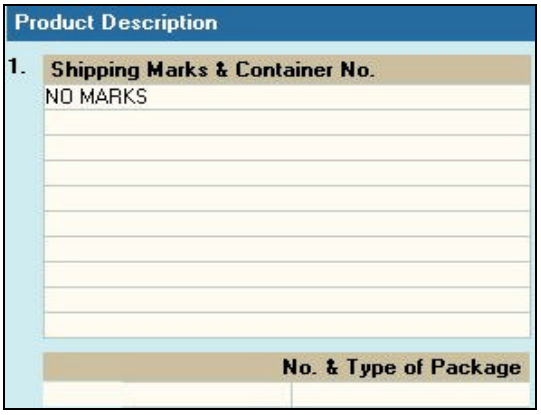
2 Or press

can copy the product description from line item part



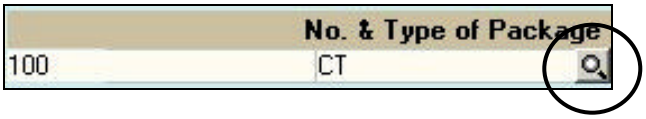
4.4.2 SHIPPING MARKS & CONTAINER NO

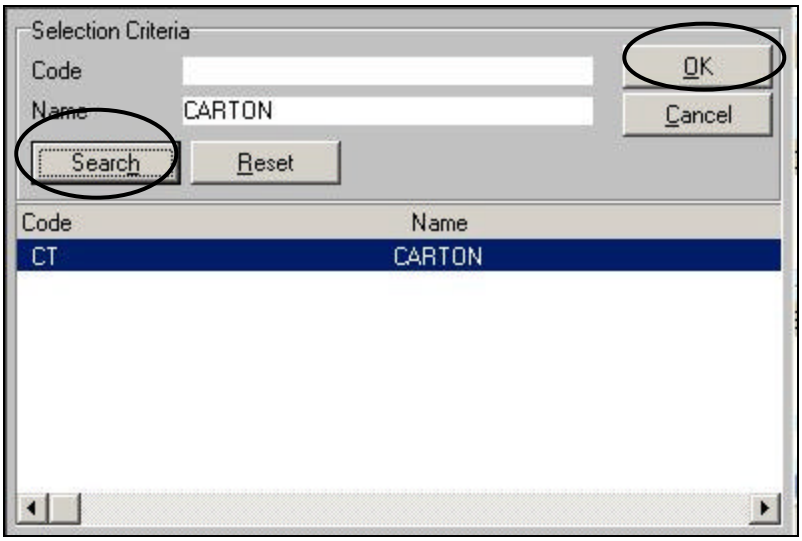
Indicate the shipping marks and labels of the goods.



4.4.3 NO & KIND OF PACKAGES

Input the number and kind of packages in the field. Or Click the *button for selection*





4.4.4 HS CODE & CATEGORY NO.

Input the product HS Code and Category No. into these fields.

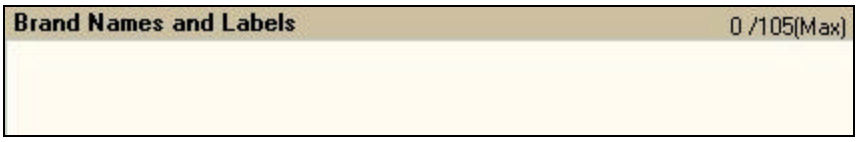
Tips You have to enter the Category No. only if it is an export of textile goods to sensitive market.
You have to enter the Mainland HS Code if you apply a CEPA CO

4.4.5 QUANTITY & UNIT

Input the product quantity and unit into these fields.

4.4.6 BRAND NAMES AND LABELS

Input the brand names and labels of the product into this field if necessary.



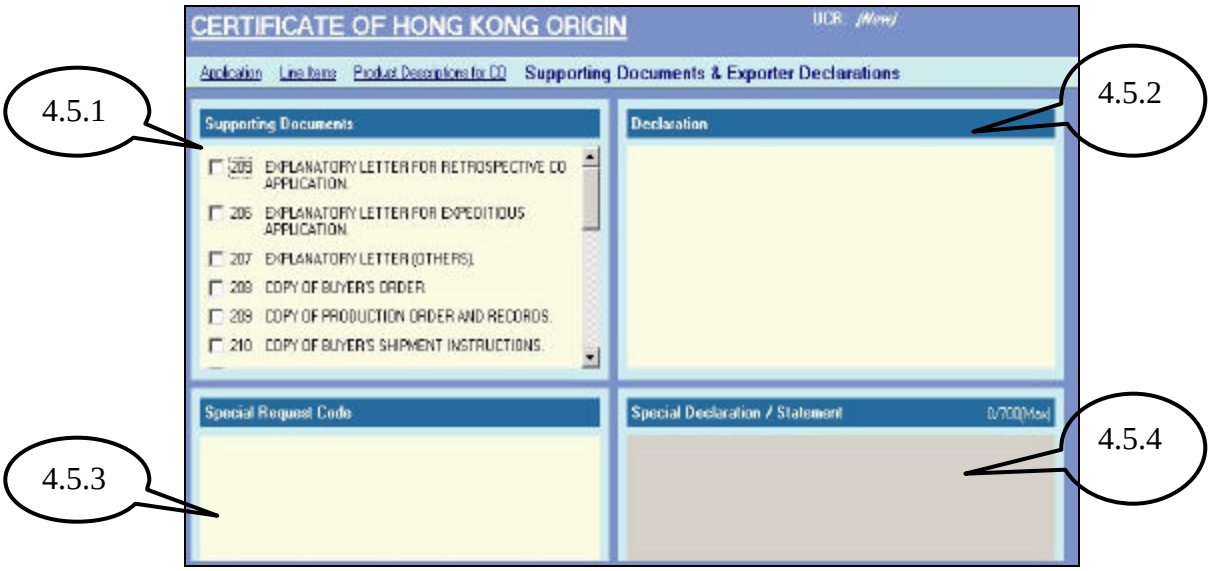
4.4.7 TOTAL NO & KIND OF PACKAGE

Input the total sum of package and its kind of package

Tips You can leave the field total kind of package blank if two line items are with different package types.

The software will automatically sum up the Total No. and Kind of Package of all line items if they are with the same package types.

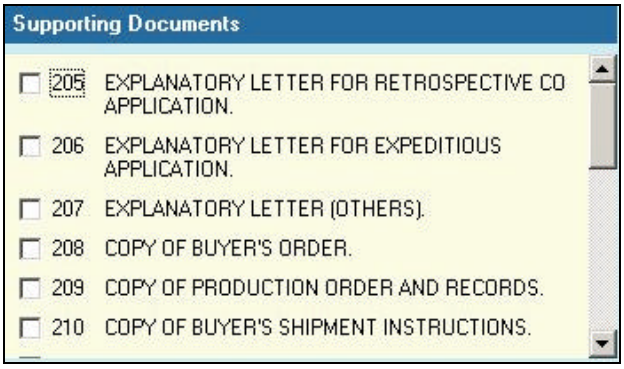
4.5 HOW TO COMPLETE PART D



4.5.1 SUPPORTING DOCUMENTS

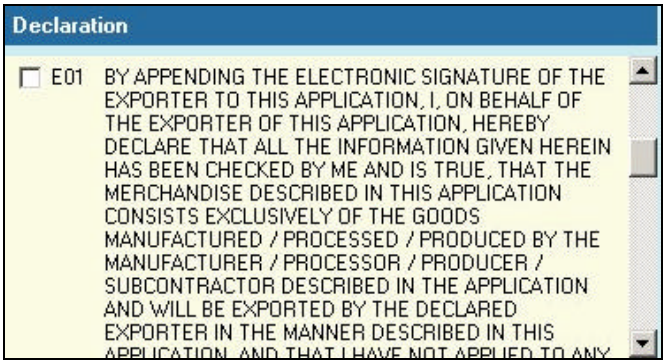
You have to submit supporting document if you are applying Expeditious or Retrospective applications.

Use mouse to choose the type of document to be submitted.


Supporting Documents
205 EXPLANATORY LETTER FOR RETROSPECTIVE CO APPLICATION.
206 EXPLANATORY LETTER FOR EXPEDITIOUS APPLICATION.
207 EXPLANATORY LETTER (OTHERS).
208 COPY OF BUYER'S ORDER.
209 COPY OF PRODUCTION ORDER AND RECORDS.
210 COPY OF BUYER'S SHIPMENT INSTRUCTIONS.

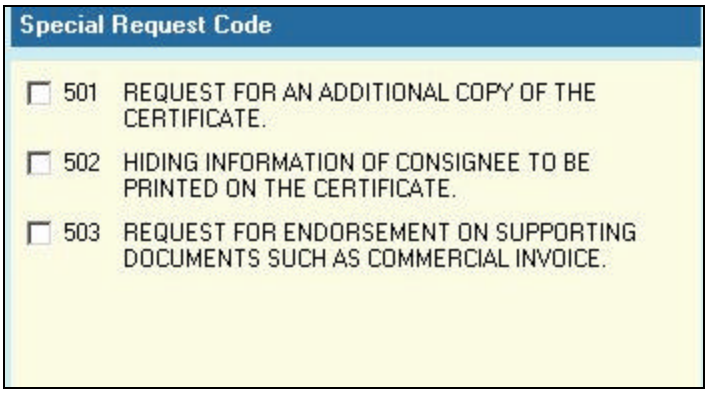
4.5.2 DECLARATION

Applicant has to declare his declaration by clicking this checkbox.


Declaration
E01 BY APPENDING THE ELECTRONIC SIGNATURE OF THE EXPORTER TO THIS APPLICATION, I, ON BEHALF OF THE EXPORTER OF THIS APPLICATION, HEREBY DECLARE THAT ALL THE INFORMATION GIVEN HEREIN HAS BEEN CHECKED BY ME AND IS TRUE, THAT THE MERCHANDISE DESCRIBED IN THIS APPLICATION CONSISTS EXCLUSIVELY OF THE GOODS MANUFACTURED / PROCESSED / PRODUCED BY THE MANUFACTURER / PROCESSOR / PRODUCER / SUBCONTRACTOR DESCRIBED IN THE APPLICATION AND WILL BE EXPORTED BY THE DECLARED EXPORTER IN THE MANNER DESCRIBED IN THIS

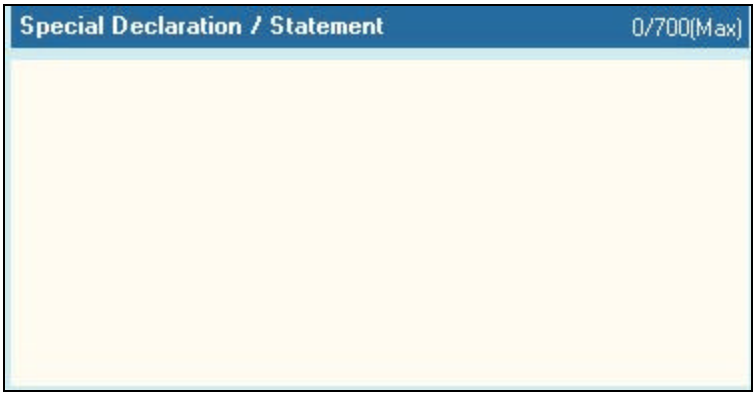
4.5.3 SPECIAL REQUEST CODE

Please fill in when necessary.


Special Request Code
501 REQUEST FOR AN ADDITIONAL COPY OF THE CERTIFICATE.
502 HIDING INFORMATION OF CONSIGNEE TO BE PRINTED ON THE CERTIFICATE.
503 REQUEST FOR ENDORSEMENT ON SUPPORTING DOCUMENTS SUCH AS COMMERCIAL INVOICE.

4.5.4 SPECIAL DECLARATION / STATEMENT

Please fill in when necessary.



4.6 SAVE AND ERROR MESSAGES

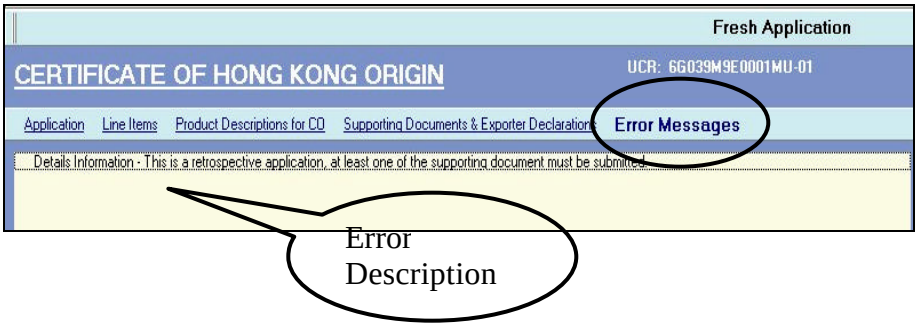
1 Click

to save the document. The Unique Certificate Reference (UCR) number will appear at the top right hand corner

ValuNet Deluxe - [Co Application]
File Edit Setup Tools Report Admin Window Help
New Open View Repeat Load Sign Send/Recv History Print Save Cancel Close
Fresh Application
CERTIFICATE OF HONG KONG ORIGIN
UCR: 6G039M9E0001NT-02

2 If the CO application contains any errors, you will find an

section has been added as follows:


Fresh Application
CERTIFICATE OF HONG KONG ORIGIN
UCR: 6G039M9E0001MU-01
Application
Line Items
Product Descriptions for CO
Supporting Documents & Exporter Declaration
Error Messages
Details Information - This is a retrospective application, at least one of the supporting document must be submitted
Error Description

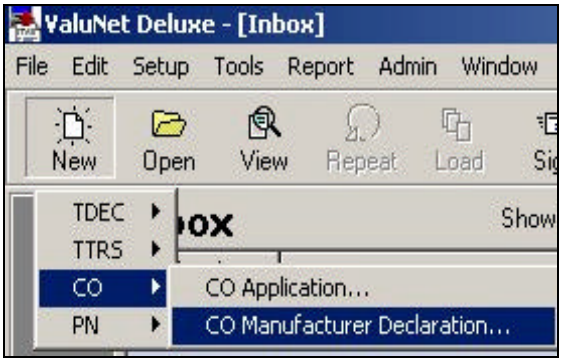
3 The error messages will be listed on the screen for your reference. You can double click each error line item to correct the mistakes.

*4 Upon finished, the **Error Messages** section will disappear. Click **Save** and update such changes.*

CHAPTER 5 : HOW TO COMPLETE AN CO MD

5.1 DIFFERENT PARTS OF CO MD APPLICATION

Click the **New** button on the toolbar and then select **CO Manufacturer Declaration (CO MD)**.



The CO MD form is divided into **four parts**. You can click on the screen to move to next sections of the CO form.

A	Manufacturer's Information
B	Line Items
C	PN Details
D	Subcontractors' Information

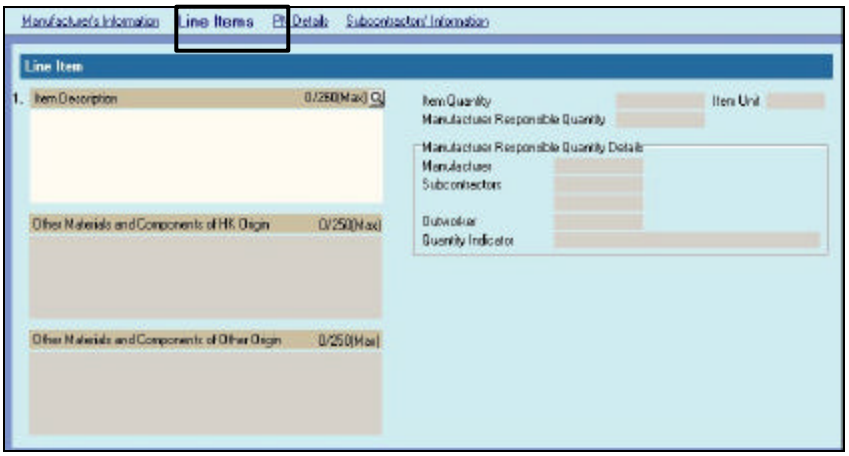
Part A - Manufacturer's Information

It includes: Type of Certificate, Manufacturer's Information, Principal Process(es) Done by Manufacturer and Outworker in HK, Address of Goods Available for Inspection, Manufacturer Declaration, Other Information, Exporter's Information, Party to Bill, Manufacturer's Special Declaration/Statement.

Scroll Down

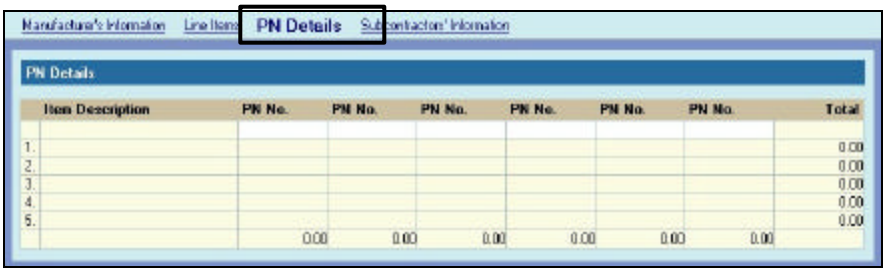
Part B - Line Items

It includes: Item Description, Materials and Components of Hong Kong Origin, Materials and Components of Other Origin, Item Quantity, Item Unit, Item Quantity Details and HS Code.



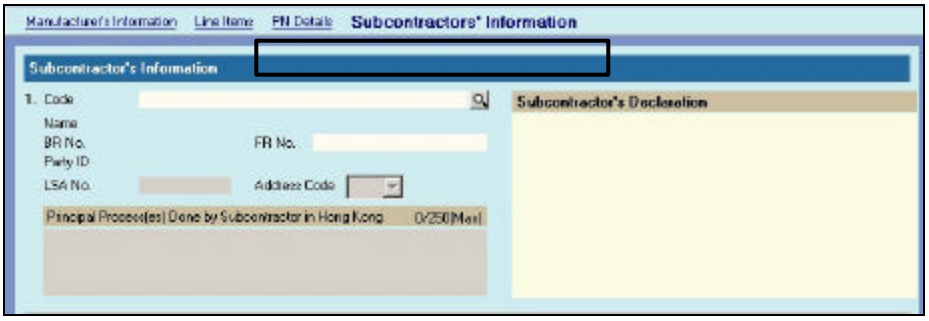
Part C - **PN Details**

It includes: PN information of each line item.

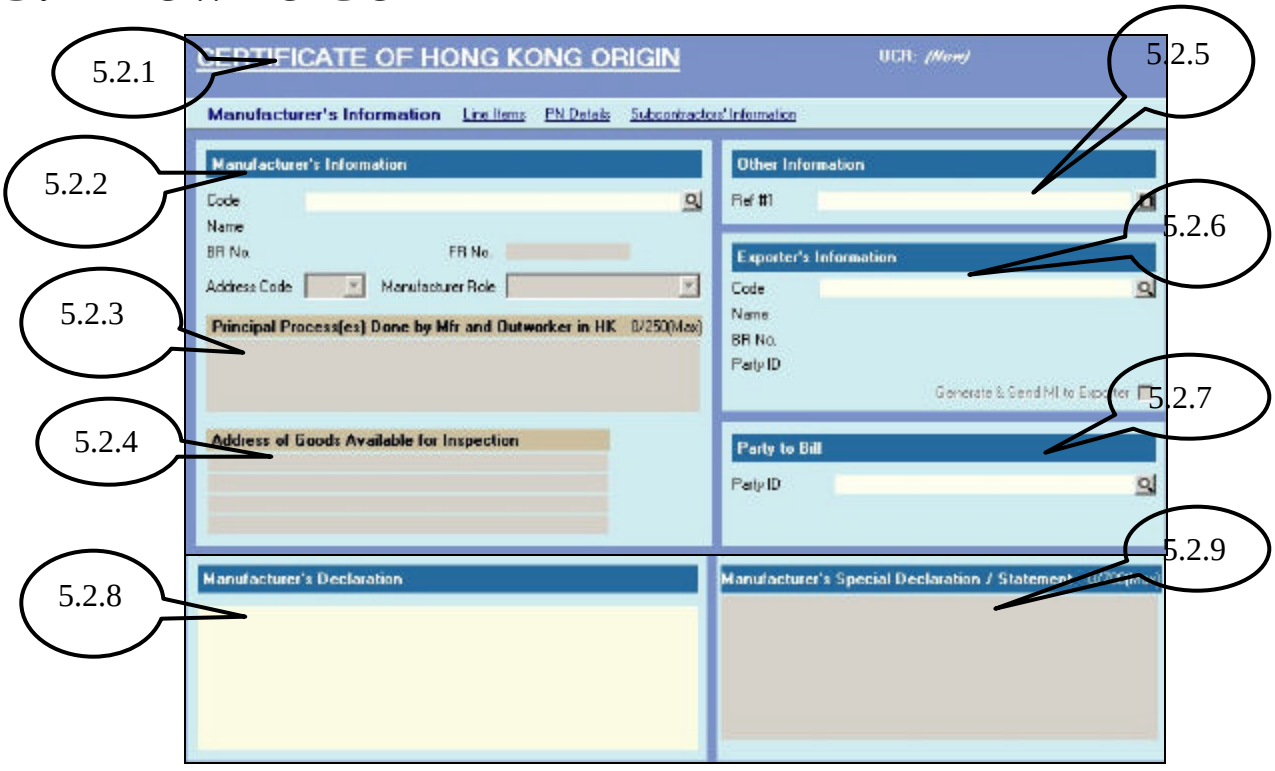


Part D - **Subcontractors' Information**

It includes: Subcontractor's Information eg Name, BR No., FR No., EDI Address, LSA No., Address Code, Principal Process(es) Undertaken by Subcontractor and Subcontractor Declaration.



5.2 How to Complete Part A



5.2.1 CERTIFICATE OF HONG KONG ORIGIN

Use mouse to click this field to select the appropriate application type.

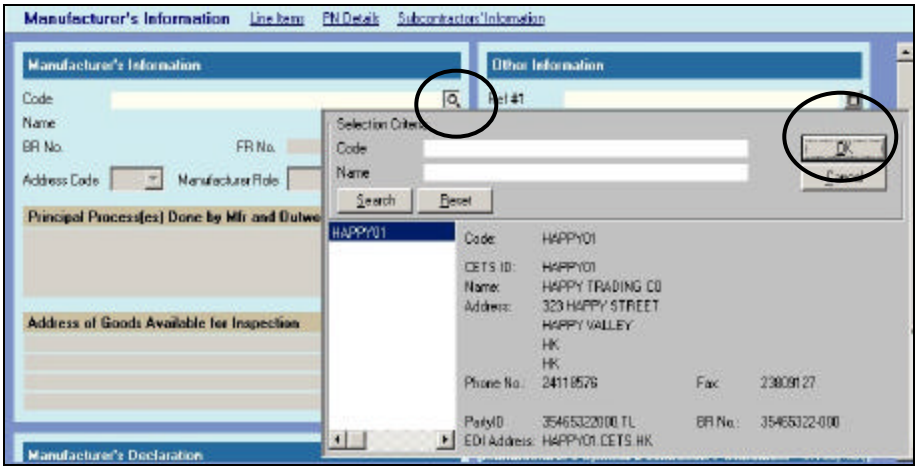
Tips :	CO	is used to certify that the goods concerned are of Hong Kong origin
	COP	is used to certify that the goods concerned have go through certain manufacturing processes in Hong Kong but not yet fulfill Hong Kong Origin Status.
	CEPA CO	is used to apply zero tariff for trade in goods between Mainland China and Hong Kong

5.2.2 MANUFACTURE'S INFORMATION

Manufacturer should have been preset in the "Company table" and must register with Tradelink as customer.

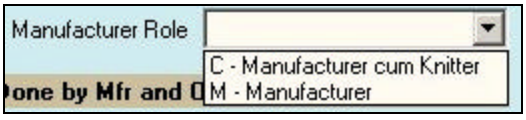
Click *and the preset data in Company Table will be shown for your selection.*

*Press **OK** to exit.*



*Select the **Address Code** of the manufacturer. Click the icon to choose.*

Indicate the nature of the manufacturer by clicking this field.

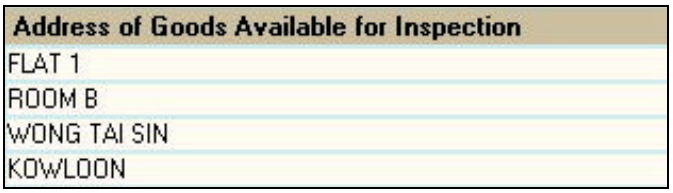


5.2.3 PRINCIPAL PROCESS(ES) DONE BY MANUFACTURER AND OUTWORKER IN HK

Enter the principal process(es) done by manufacturer and outworker in HK.

5.2.4 ADDRESS OF GOODS AVAILABLE FOR INSPECTION

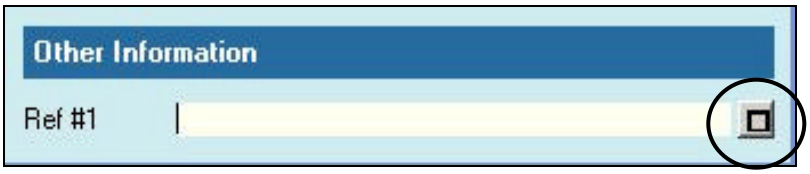
Enter the address where the goods are available for inspection.



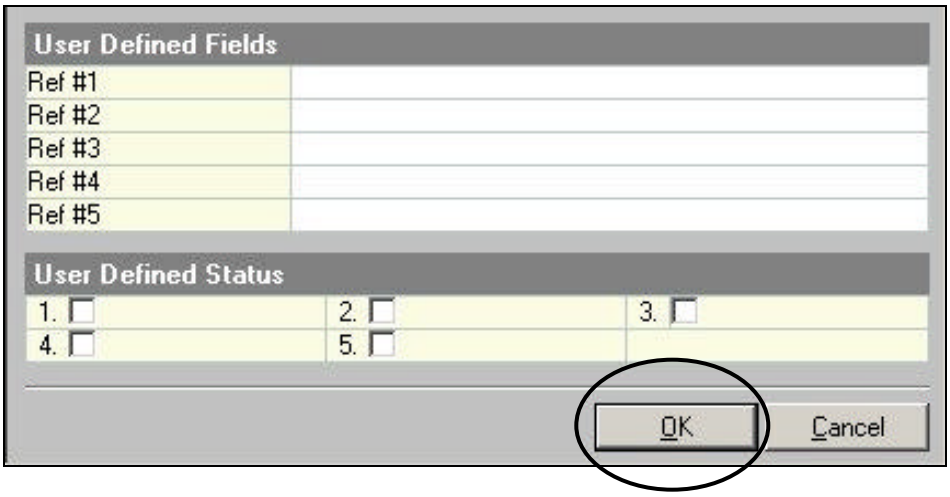
5.2.5 OTHER INFORMATION

It is a user defined field and is optional to user.

Click *icon and you can open the table for entering internal department's reference code/number of your company.*

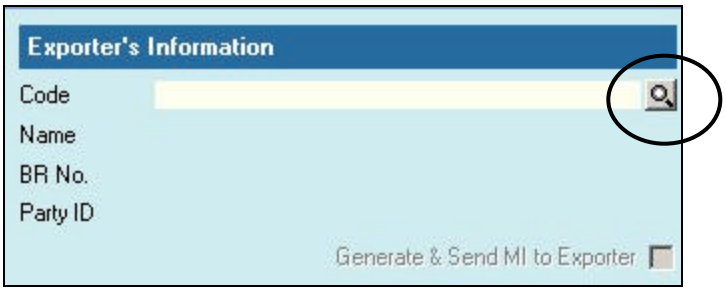


Click ***OK*** *to exit.*



5.2.6 EXPORTER'S INFORMATION

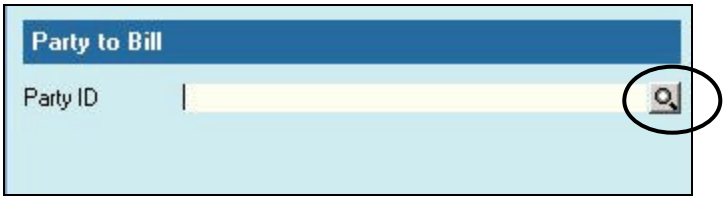
Click the icon to open the code table for selection.



5.2.7 PARTY TO BILL

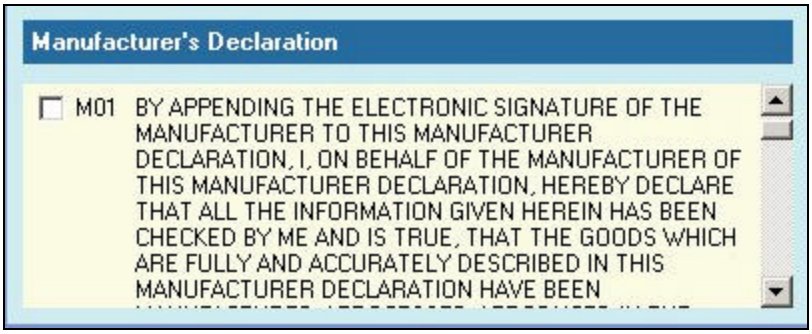
Select which party to pay for the CO.

Enter the EDI address of the party who is responsible to pay for the CO application.



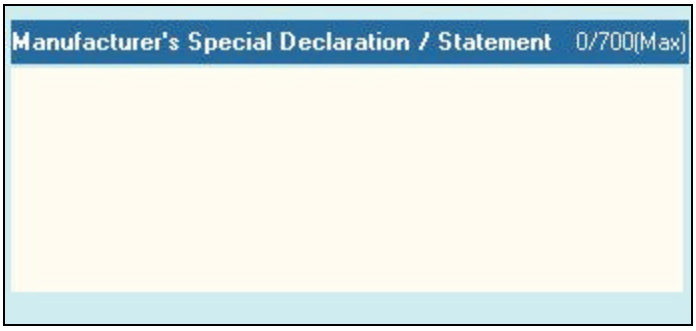
5.2.8 MANUFACTURER'S DECLARATION

Manufacturer has to click this checkbox when preparing the CO MD.


Manufacturer's Declaration
M01 BY APPENDING THE ELECTRONIC SIGNATURE OF THE MANUFACTURER TO THIS MANUFACTURER DECLARATION, I, ON BEHALF OF THE MANUFACTURER OF THIS MANUFACTURER DECLARATION, HEREBY DECLARE THAT ALL THE INFORMATION GIVEN HEREIN HAS BEEN CHECKED BY ME AND IS TRUE, THAT THE GOODS WHICH ARE FULLY AND ACCURATELY DESCRIBED IN THIS MANUFACTURER DECLARATION HAVE BEEN

5.2.9 MANUFACTURER'S SPECIAL DECLARATION/STATEMENT

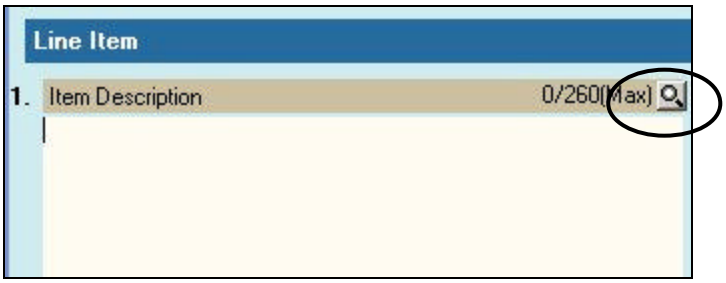
Enter the special declaration/statement when necessary.

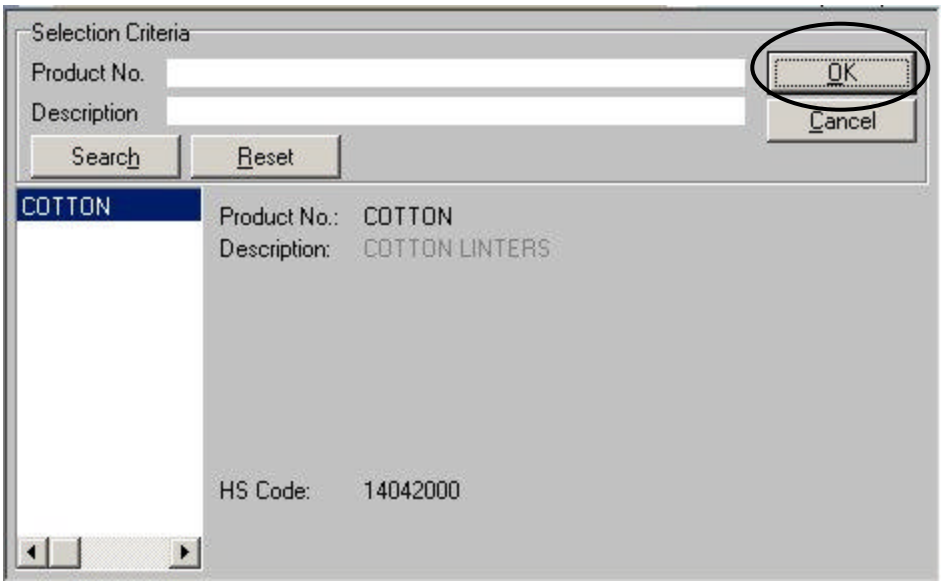


5.3 How To Complete Part B

5.3.1 Item Description

Enter the goods item description details in this field. You can use the *button to open the product table for selection.*



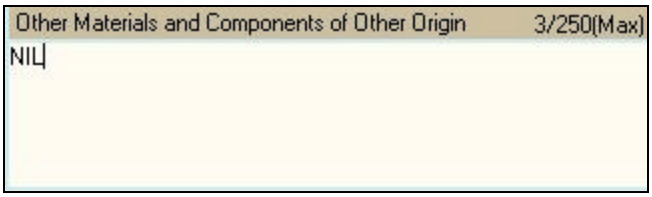


5.3.2 MATERIALS AND COMPONENTS OF HONG KONG ORIGIN

Enter the materials and components parts used in manufacture/production of the goods above.

5.3.3 MATERIALS AND COMPONENTS OF OTHER ORIGIN

Enter the materials and components of other origin country.



5.3.4 ITEM QUANTITY AND UNIT

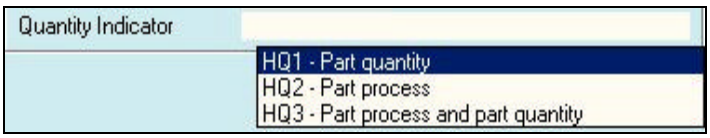
Enter the Item Quantity and Unit in this field.

Enter the Item Unit in the field. You can click the *for selection.*

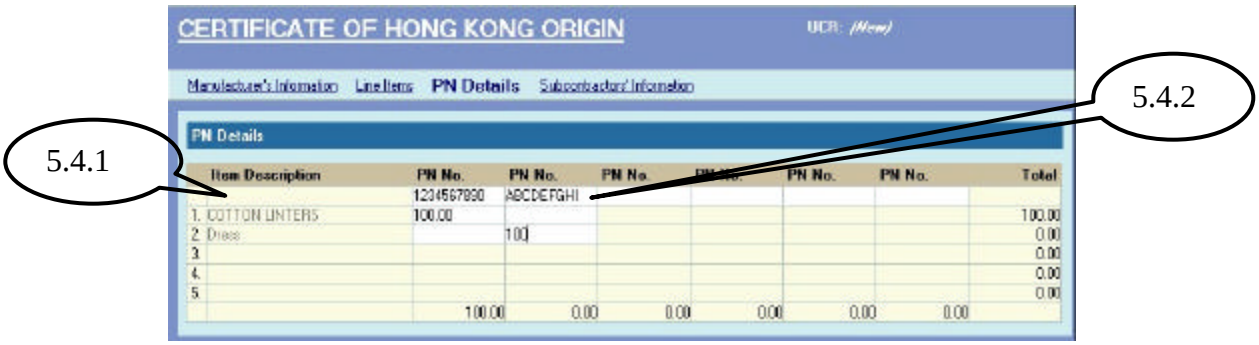
5.3.5 ITEM QUANTITY DETAILS

Fill in the item quantity details of each party in this field.

Select if the quantity is part quantity, part process and part process and part quantity.

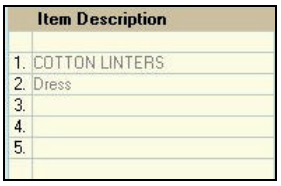


5.4 How To Complete Part C



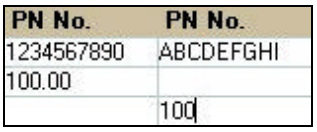
5.4.1 Item Description And Quality

Enter item description and quantity of each line item.



5.4.2 PN No.

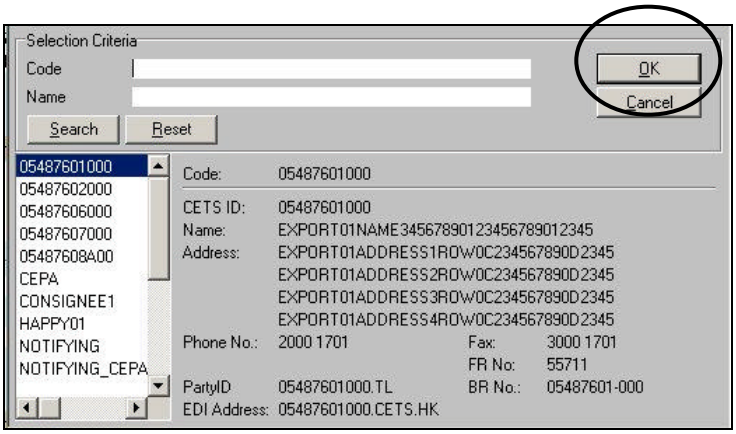
Enter PN number if applicable. You can click the *button to search the appropriate approved PN number.*



5.5 How to Complete Part IV

5.5.1 SUBCONTRACTOR'S INFORMATION

1 Click the *button and the table will pop up for your selection.*



2 Enter the LSA no. into this field.

3 Select the appropriate Address Code.

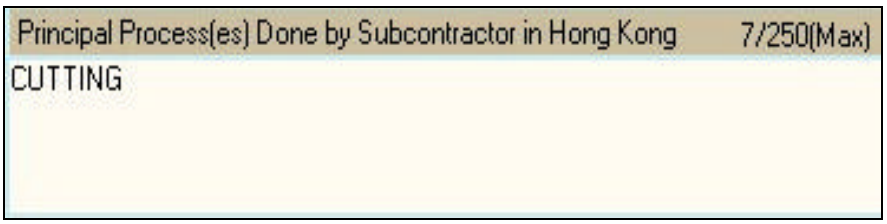
Tips

If no subcontractor is involved, you can ignore section 5.5

The format of LSA no. is P/99999/99

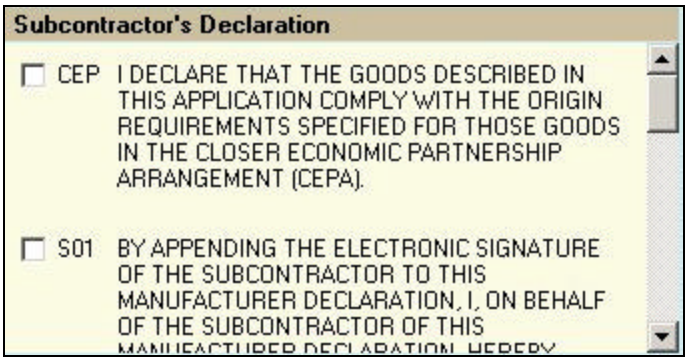
5.5.2 PRINCIPAL PROCESS(ES) UNDERTAKEN BY SUBCONTRACTOR

Enter the principal process undertaken by subcontractor.



5.5.3 SUBCONTRACTOR DECLARATION

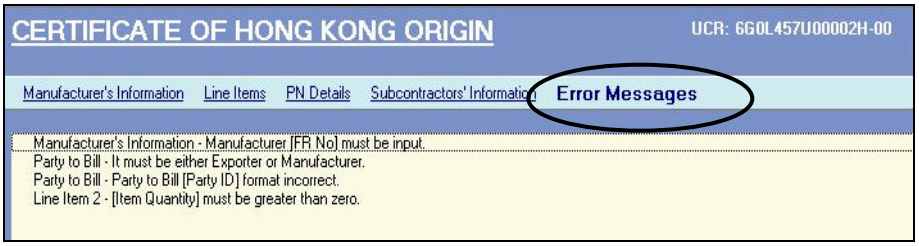
Ensure Declaration Code "S01" is clicked if subcontractor is involved in the production process.


Subcontractor's Declaration
CEP I DECLARE THAT THE GOODS DESCRIBED IN THIS APPLICATION COMPLY WITH THE ORIGIN REQUIREMENTS SPECIFIED FOR THOSE GOODS IN THE CLOSER ECONOMIC PARTNERSHIP ARRANGEMENT (CEPA).
S01 BY APPENDING THE ELECTRONIC SIGNATURE OF THE SUBCONTRACTOR TO THIS MANUFACTURER DECLARATION, I, ON BEHALF OF THE SUBCONTRACTOR OF THIS

5.6 SAVE AND ERROR MESSAGES

1 Click ***Save*** *to save the document. The Unique Certificate Reference (UCR) number will appear at the top right hand corner.*

2 If the CO MD contains any errors, an ***Error Message*** *section has been added on as follows:*


CERTIFICATE OF HONG KONG ORIGIN
UCR: 6G0L457U00002H-00
Manufacturer's Information
Line Items
PN Details
Subcontractors' Information
Error Messages
Manufacturer's Information - Manufacturer [FR No] must be input.
Party to Bill - It must be either Exporter or Manufacturer.
Party to Bill - Party to Bill [Party ID] format incorrect.
Line Item 2 - [Item Quantity] must be greater than zero.

3 Error messages will be listed on the screen for your reference. You can double click each error line item to correct the mistakes.

4 Upon finished, the ***Error Messages*** *section will disappear. Click* ***Save*** *and update such changes.*

CHAPTER 6: HOW TO COMPLETE AN CEPA CO

6.1 APPLY CEPA CO

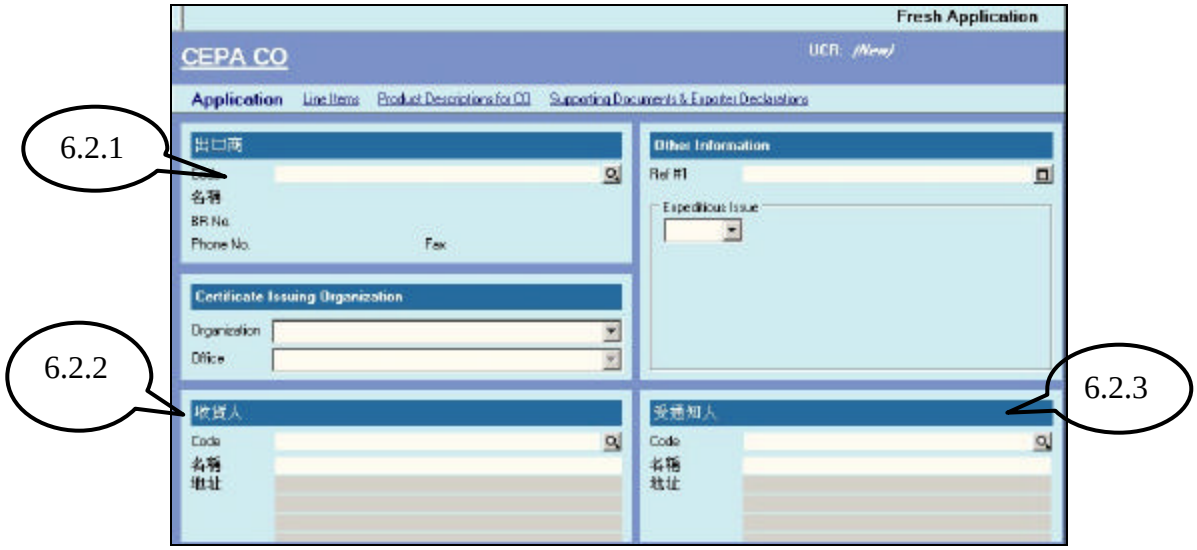
The application of CEPA CO is 95% similar with CO and COP application. For data input detail, please refer to Chapter 4.

After 01 July 2006, some specific field **must** be input Chinese characters in the application form if trader apply for CEPA CO. Heading are showing in Chinese characters at the same time

Tips	Everything remain unchanged before 01 July 2006 Traders should submit Chinese Supplementary Information to TID by access the TID web site

1 Manufacture and Exporter must select "CEPA CO" for CO type in the application form

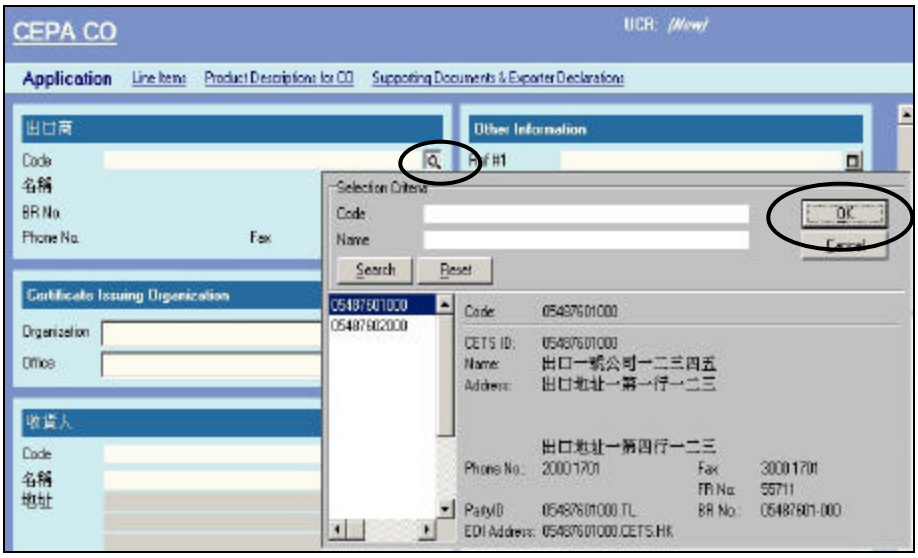
6.2 COAP APPLICATION



6.2.1 EXPORTER'S INFORMATION

Exporter should have been preset in the "Company table" and must register with Tradelink as customer:

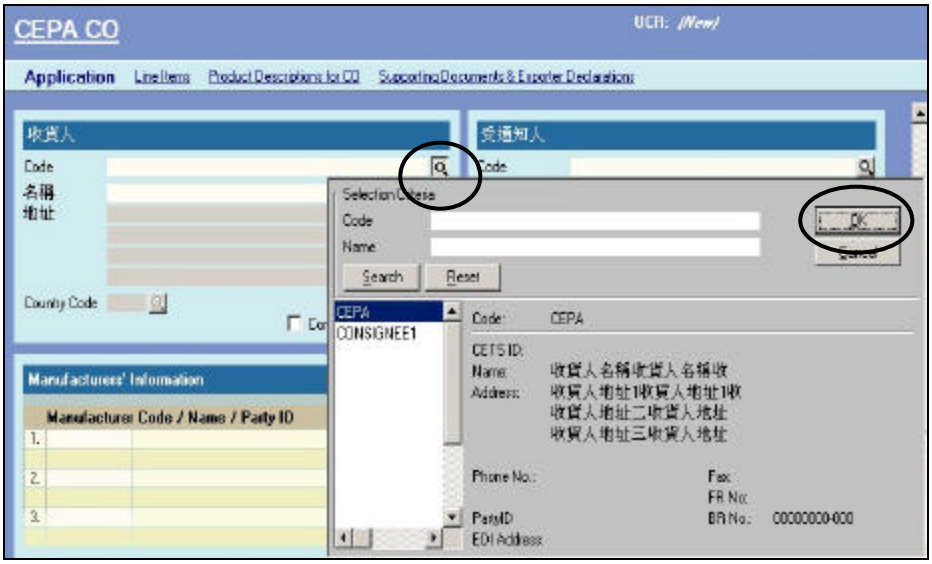
Click *and the preset data in Company Table will be showed for your selection.*



6.2.2 CONSIGNEE

1 Click the *to select and click* ***OK*** *to exit.*

*(*For CEPA CO, consignee must be provided and could not be blank.*)*



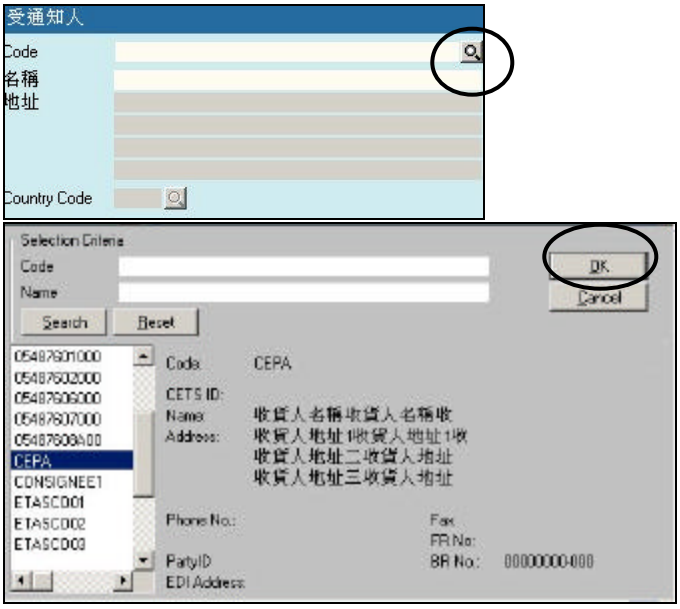
6.2.3NOTIFY PARTY

It is an **optional field** and enters if necessary.

1 Click *button and the Trading Partner Table will be shown for selection.*

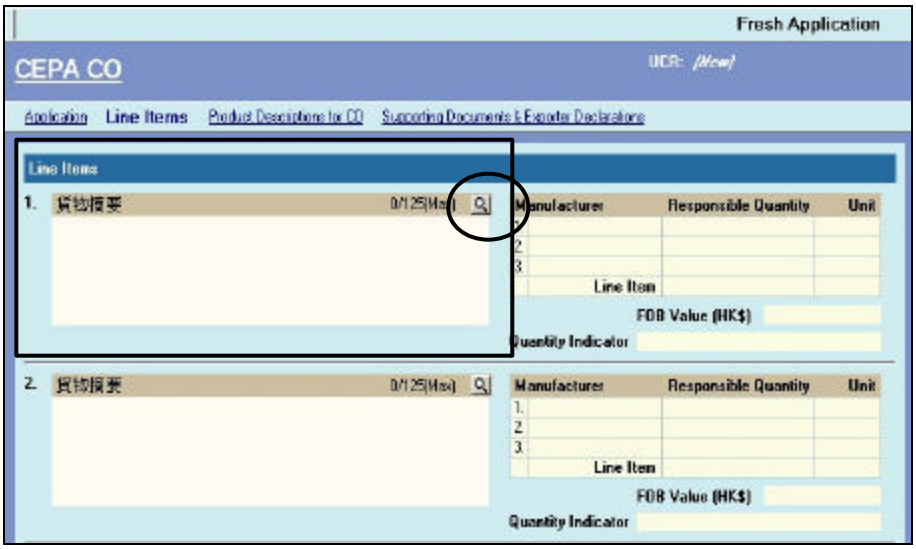
2 Click ***OK*** *to exit.*

3 If you need to notify another third party eg bank regarding this CO, you can enter its of select under the tradking partner table



6.3 COAP GOODS DESCRIPTION

Enter the goods description details in this field. You can use the *button to open the product table for selection. Or you can enter directly.*



6.4 COAP PRODUCT DESCRIPTION FOR CO

6.4.1 PRODUCT DESCRIPTION

You can enter directly or search from the product table.

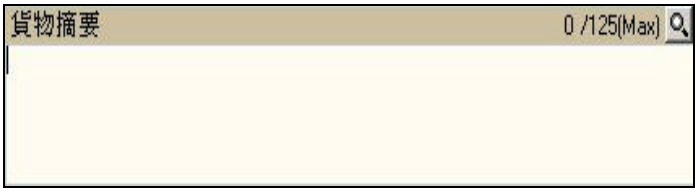
1 Click the *button and the product table will be opened for selection.*

Or press

can copy the product description from line item part

6.4.2 SHIPPING MARKS & CONTAINER NO

Indicate the shipping marks and labels of the goods.



6.4.3 MAINLAND HS CODE

Input Mainland HS Code if it is difference with Hong Kong HS Code.

6.4.4 BRAND NAMES AND LABELS

Input the brand names and labels of the product into this field if necessary.

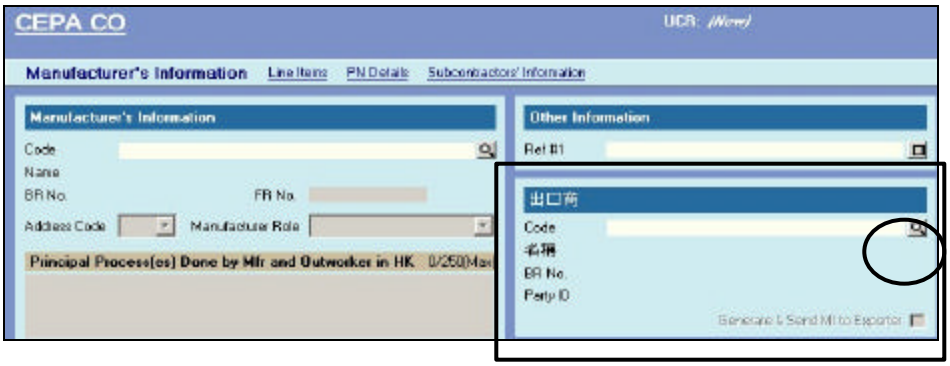
6.5 COMD APPLICATION

The application of CEPA COMD is 95% similar with COMD application. For data input detail, please refer to Chapter 5.

*Click the **New** button on the toolbar and then select **CO Manufacturer Declaration** (CO MD)*

6.5.1 EXPORTER'S INFORMATION

Click the *icon to open the code table for selection.*



6.6 LINE ITEMS

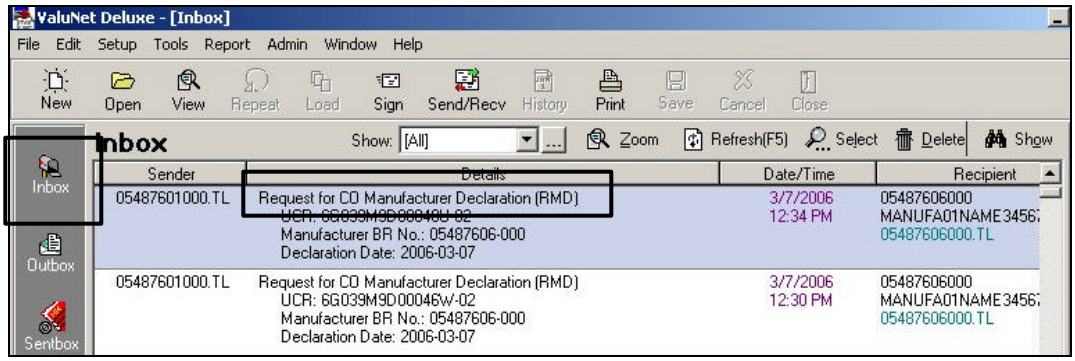
Enter the goods item description details in this field. You can use the *button to open the product table for selection.*

CHAPTER 7: HOW TO LOAD DATA

7.1 LOAD RMD DATA TO FORM AN CO MD

If you are a manufacturer and your exporter initiates the process, you will receive an RMD message in your inbox. If you double click the message, the following message summary screen will show the details of the sender, the RMD number, date and UCR of the CO. To reduce inputting effort, you can simply load the RMD to make your corresponding MD.

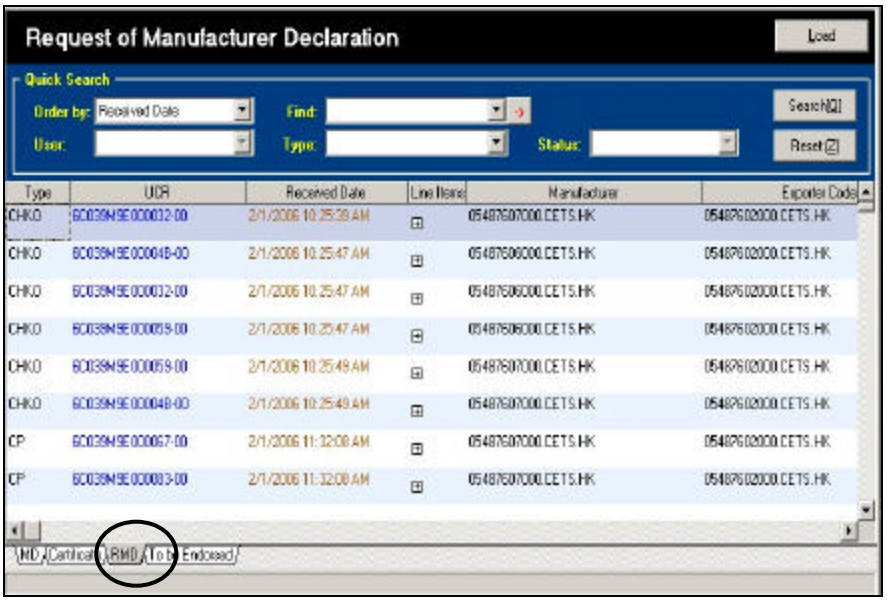
1 To open the message, double click the message in the Inbox.



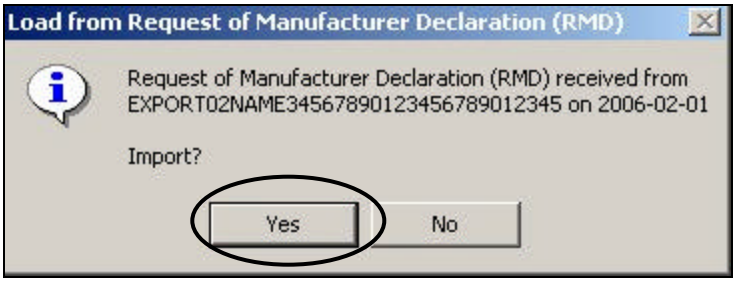
2 You can find the information when you open the screen.

*3 To copy data, click **Open** at the **Tool Bar**, then choose **CO Manufacturer Declaration.***

*4 Click **RMD** type document at the bottom.*



*5 Double click the corresponding RMD. The following message will prompt up for your confirmation. Click **Yes**, then the Manufacturer's Declaration (CO MD) screen appears.*

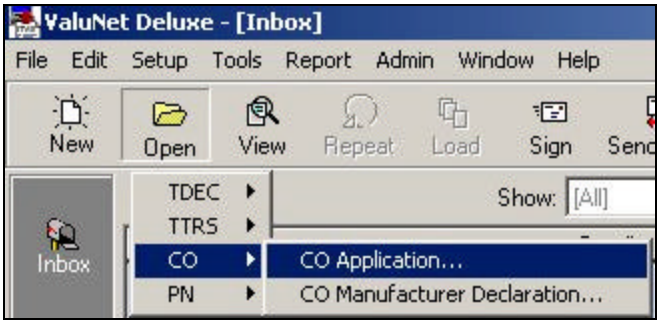

Load from Request of Manufacturer Declaration (RMD)
Request of Manufacturer Declaration (RMD) received from EXPORT02NAME345678901234567890123 45 on 2006-02-01
Import?
Yes
No

6 The impored UCR number appears on top right hand corner. Manufacturer has to fill up the missing information as majority of the information has been brought forward from the RMD.

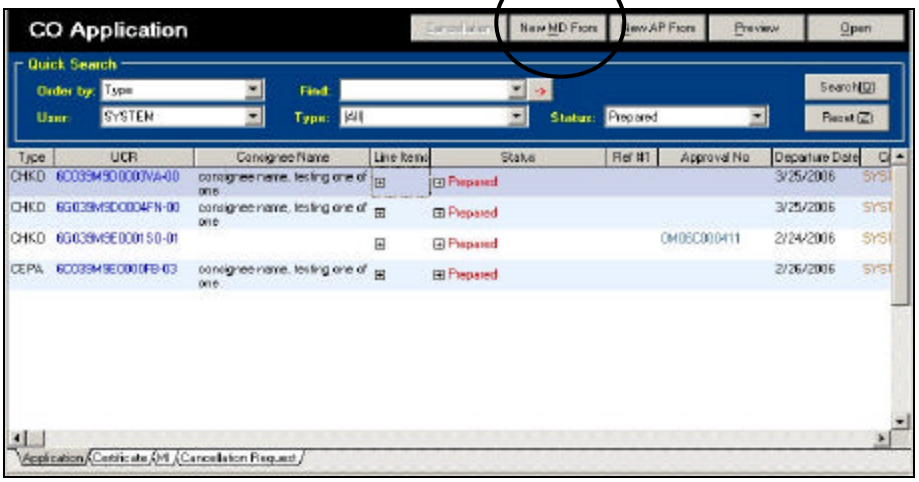
7.2 AP DATA TO FORM AN CO MD

If you belong to the exporter-cum-manufacturer scenario, you can simply load the data in the CO AP so as to form your CO MD. This can save your job of re-inputting data.

*1 To copy data, click **Open** on the Tool Bar, **CO** and select **CO Application**.*



*2 Highlight the UCR record which you want to load, then click **New MD From** button. The corresponding CO MD will be opened.*



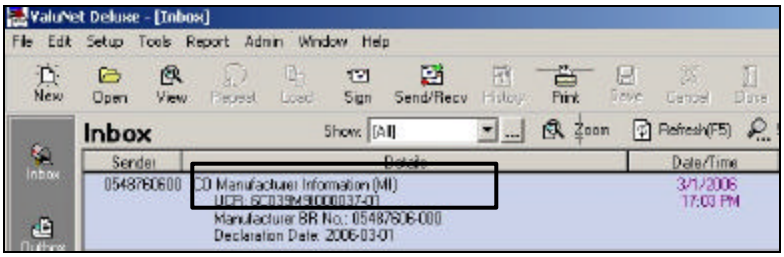
3 You have to input the missing information.

Tips
The UCR number on the right hand side of COMD is same with the original COAP that user selected
You can refer to Chapter 5 for detail filling an COMD

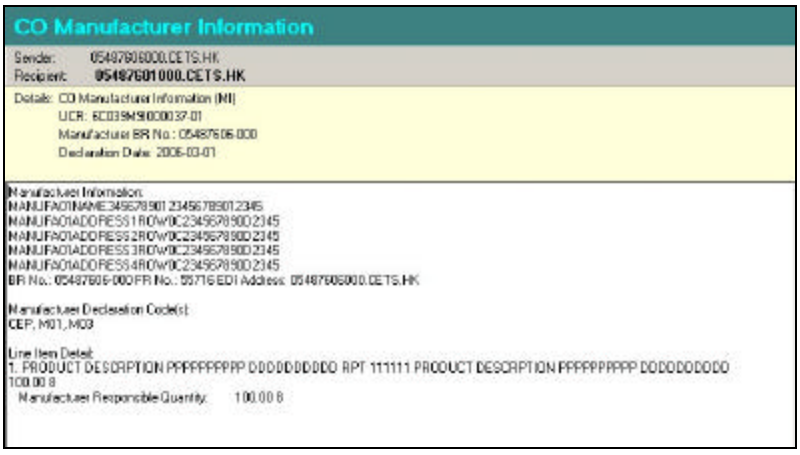
7.3 LOAD MI DATA TO FORM AN AP

If you are an exporter and your manufacturer initiates the process, you should receive an **MI** message in the inbox. If you double click the message, the following message summary screen will show the details of the sender, date and UCR of the CO. To reduce inputting effort, you can simply load the MI so as to form the corresponding AP.

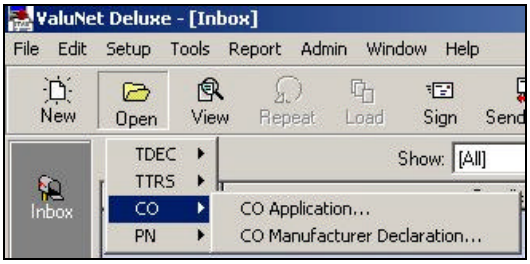
1 To open the message, double click the message in the Inbox.



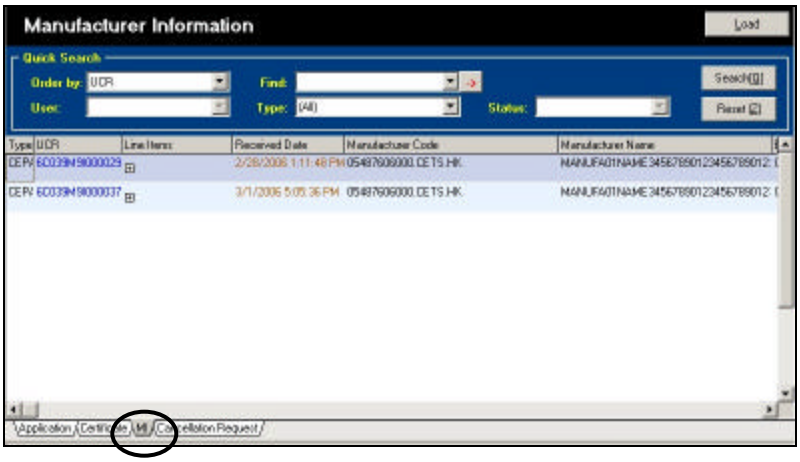
2 Double click MI message at inbox to view the detail



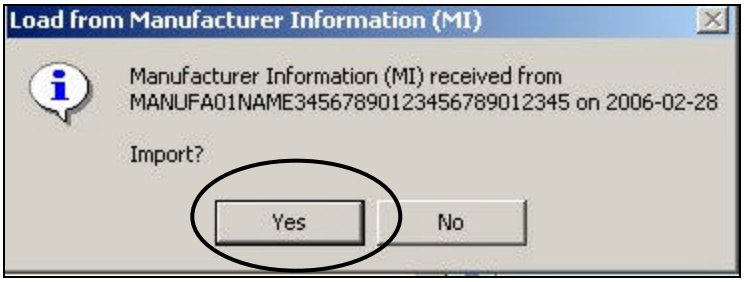
*3 To copy data, click **Open** at the Tool Bar, **CO** choose **CO Application.***



*3 Click **MI** page on the bottom. Select the corresponding MI.*



*4 **Double click** to start copying. The following message will prompt up for your confirmation. Click Yes, then the Manufacturer's Declaration (MD) screen appears.*



5 The imported UCR number appears on top right hand corner. Exporter has to fill up the missing information as some of the information has been brought forward from the AP.

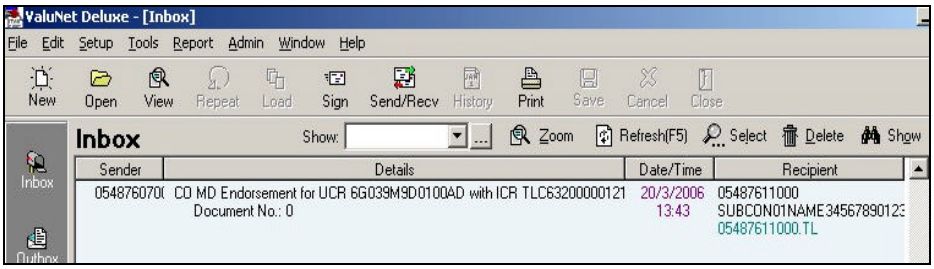
Tips	The UCR number on the right hand side of COAP is same with the original MI message at inbox You can refer to Chapter 4 for detail filling an COAP

CHAPTER 8: HOW TO PERFORM CO ENDORSEMENT

8.1 ENDORSEMENT BY SUBCONTRACTOR

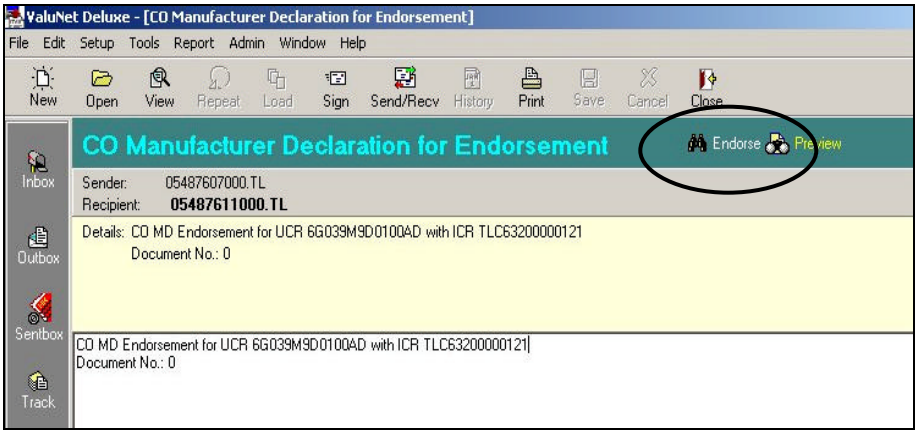
If subcontractor is involved in the CO, then, the manufacturer will prepare an Manufacturer Declaration and forward this message for the subcontractor's endorsement. Subcontractor has to open the message for preview and sign, then forward to Tradelink for validation.

1 You will find an Endorsement message in the Inbox.



2 Double click inbox message. You can view the detail

*3 To add an electronic signature, you can click **Endorse** on the right hand side.*


ValuNet Deluxe - [CO Manufacturer Declaration for Endorsement]
File Edit Setup Tools Report Admin Window Help
New Open View Repeat Load Sign Send/Recv History Print Save Cancel Close
Inbox
Outbox
Sentbox
Track
CO Manufacturer Declaration for Endorsement
Endorse
Preview
Sender: 05487607000.TL
Recipient: 05487611000.TL
Details: CO MD Endorsement for UCR 6G039M9D0100AD with ICR TLC63200000121
Document No.: 0
CO MD Endorsement for UCR 6G039M9D0100AD with ICR TLC63200000121
Document No.: 0

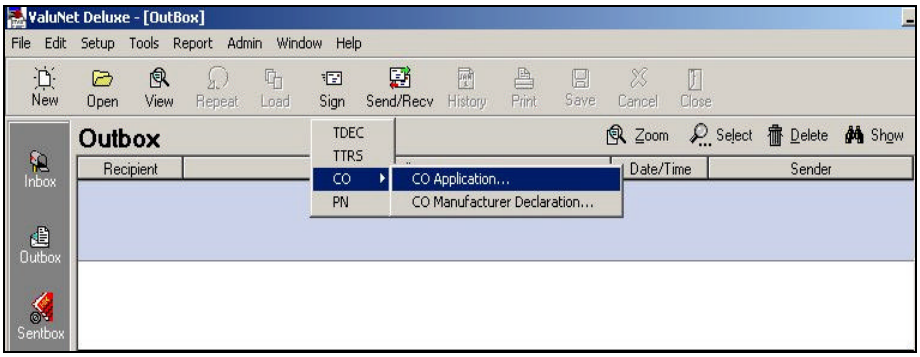
Tips Manufacturer will receive an Acknowledgement via Tradelink to notify that the endorsement messages has been signed by his subcontractor(s)

CHAPTER 9: SIGN, SEND AND RECEIVE MESSAGE

You are now ready to sign the completed CO messages by putting an electronic signature on it and then sending it to Government via Tradelink. Valunet Deluxe gives you the choice of signing a single CO application or a group of applications.

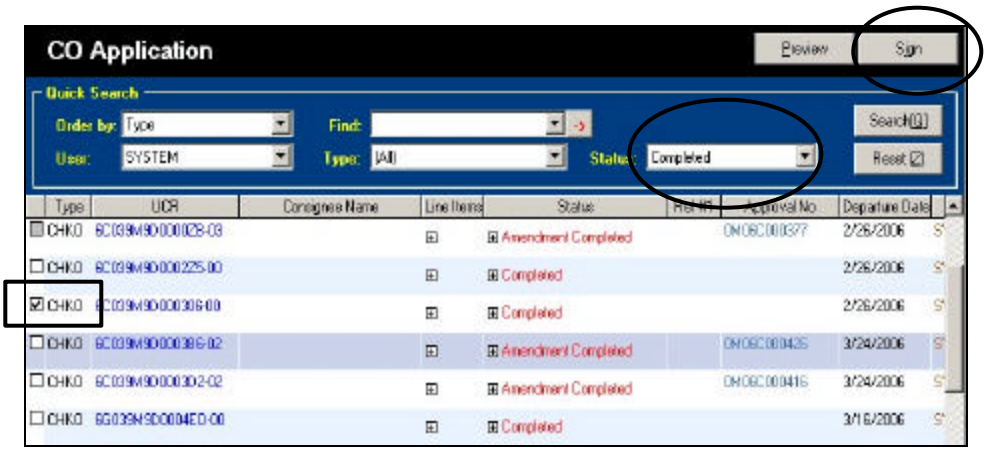
9.1 SIGN CO

*1 Click **Sign**. Select CO Application/CO Manufacturer Declaration.*



2 You can use the function key on the right hand side to choose the appropriate application type

3 To select a group of forms for signature, you use the Space Bar to select the required document. The ☑ icons will appear upon selected for signature.

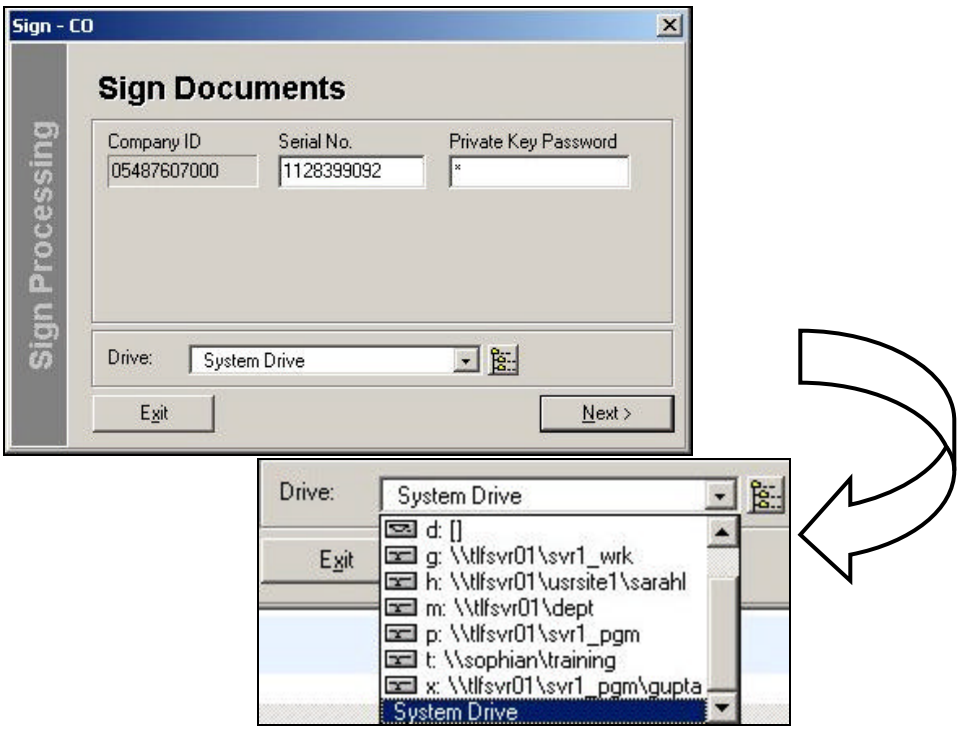


4 Click *on the top of right hand side, you will see the following screen:*

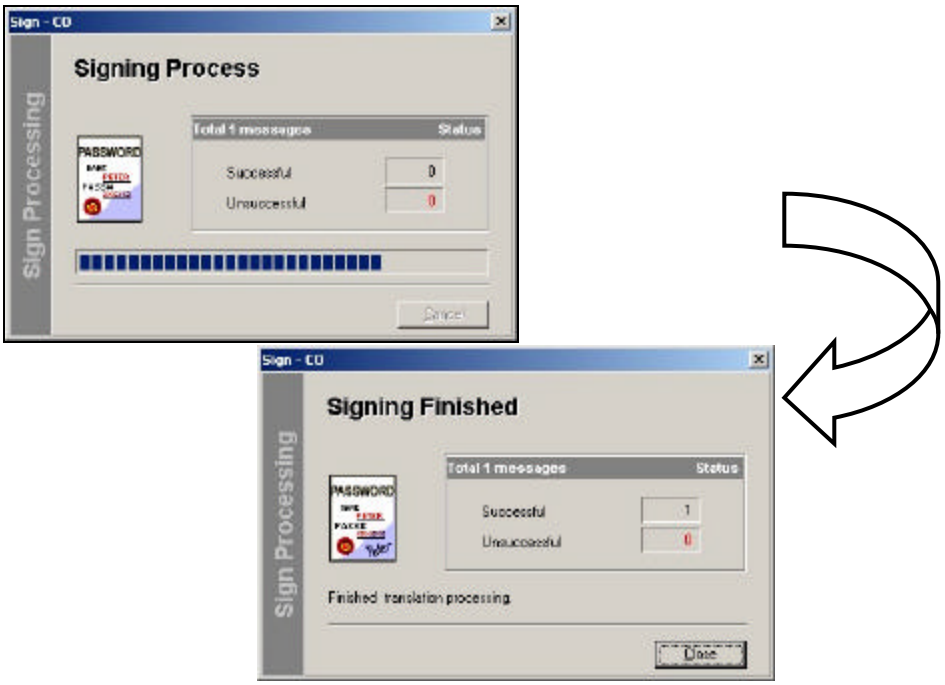
5 Enter the ***Serial No.****, you can find it on the disk. Press* ***Tab*** *to enter to the field* ***Private Key Password.***

6 Click *button and choose* ***other drive eg. USB***

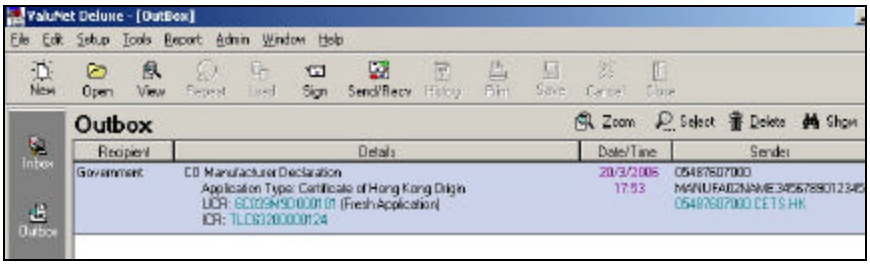
7 Click ***Next*** *to start signing the document.*



8 You can view the signing process and finished status



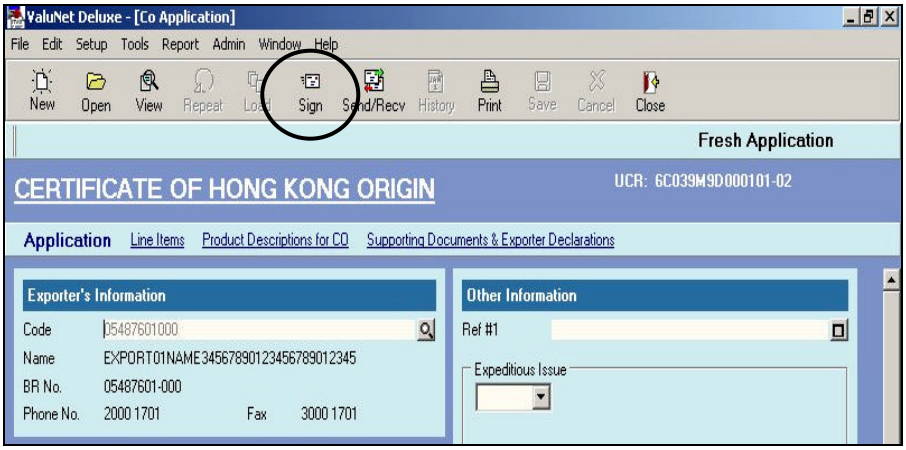
9 Click Close and you will see the COAP / COMD message at outbox


ValuNet Deluxe - [OutBox]
File Edit Setup Tools Report Admin Window Help
New Open View Repeat Load Sign Send/Recv History Print Save Cancel Close
Outbox
Zoom Select Delete Sign
Inbox
Outbox
Recipient Details Date/Time Sender
Government CO Manufacturer Declaration 20/3/2006 17:53 05487601000
Application Type: Certificate of Hong Kong Origin
UCR: 6C039M9D000101 (Fresh Application)
ICR: TLCG3200000124
MANUFA02NAME3456789012345
05487601000 CETS HK

9.1.1 SIGN ONE MESSAGE

User can sign an opened COAP / COMD form. Upon opening the form, you will find a

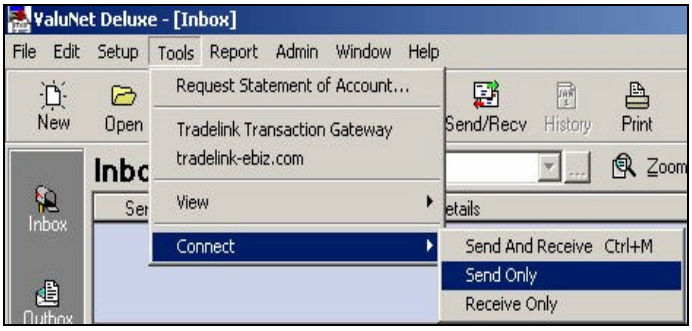
button at the top. Click **sign** and you will see the signing screen appears.


ValuNet Deluxe - [Co Application]
File Edit Setup Tools Report Admin Window Help
New Open View Repeat Load Sign Send/Recv History Print Save Cancel Close
Fresh Application
CERTIFICATE OF HONG KONG ORIGIN
UCR: 6C039M9D000101-02
Application Line Items Product Descriptions for CO Supporting Documents & Exporter Declarations
Exporter's Information
Code 05487601000
Name EXPORT01NAME3456789012345678901234 5
BR No. 05487601-000
Phone No. 2000 1701 Fax 3000 1701
Other Information
Ref #1
Expeditious Issue

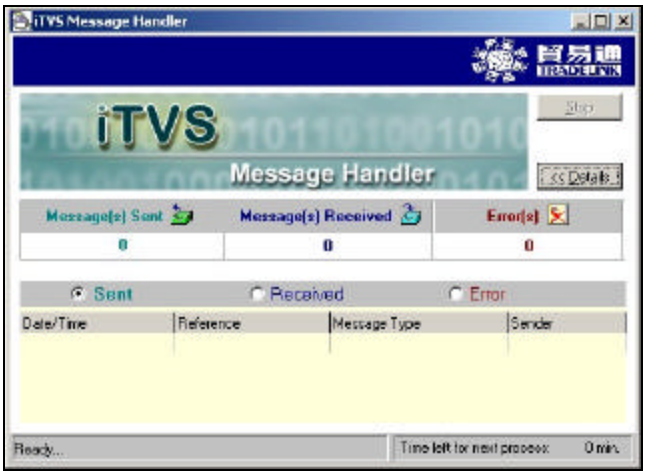
9.2 SEND MESSAGES

"Send" means you are transmitting the documents to Tradelink.

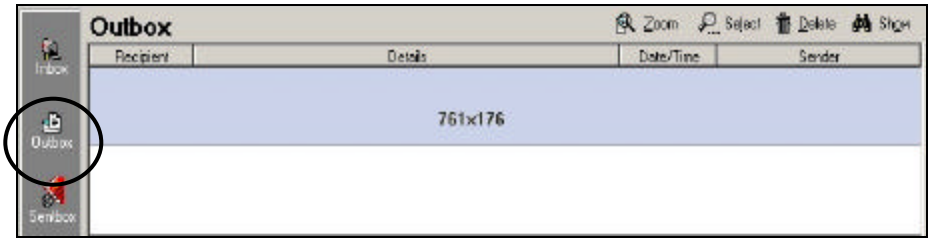
*1 Click **Tools** on menu bar, and select **Connect** and then **Send** Only.*



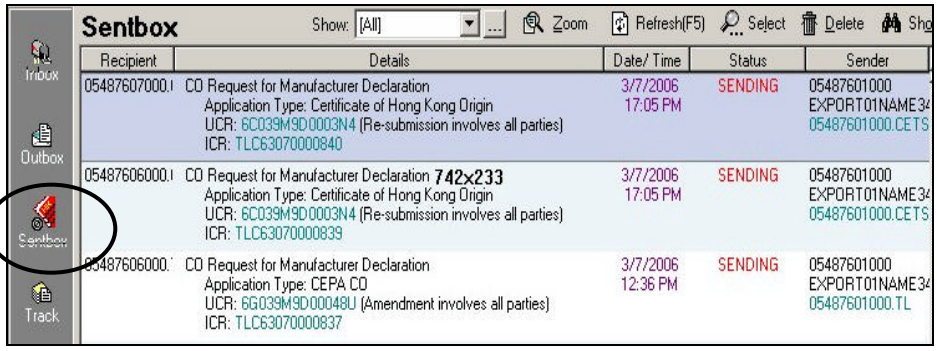
2 ITVS Message Handler will pop up to process your request



3 No record at Outbox after send out messages successfully



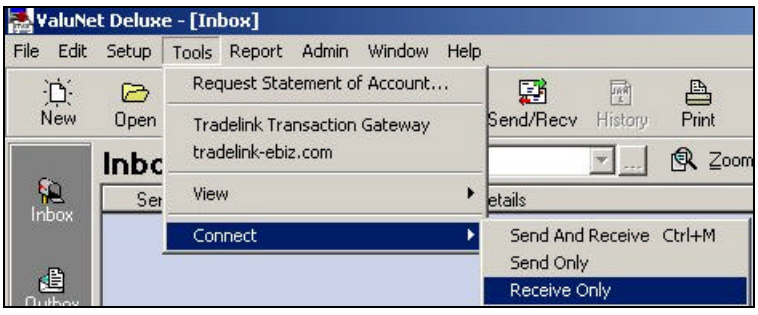
4 Sendbox will save all sending out messages record



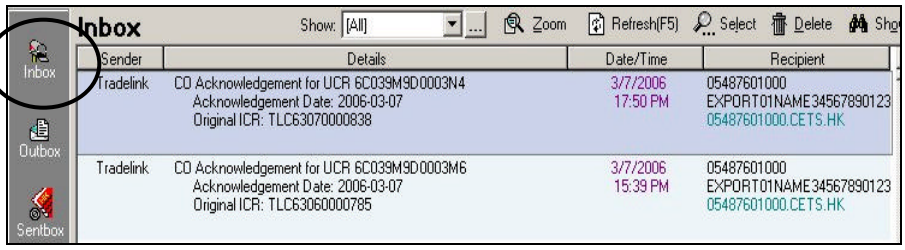
9.3 RECEIVE MESSAGE

"Receive" means you are receiving documents from Tradelink.

*1 Click **Tools** on the menu bar, select **Connect** and then **Receive Only**.*



2 When the receiving process is completed, the incoming message will appear in the Inbox



CHAPTER 10: HOW TO HANDLE INCOMING MESSAGES

Some messages which you may receive when you connect to Tradelink:

Possible messages from Tradelink:

- Application Error
- Outstanding Advice
- Acknowledgement
- Subscriber Statement
- Request for Manufacturer Declaration (RMD)
- Request for Manufacturer Information (MI)
- CO MD Endorsement

Possible messages from Government:

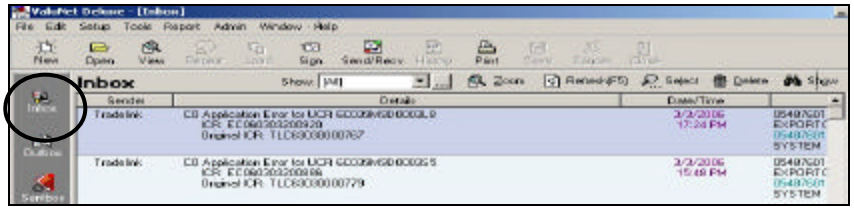
- Deferment
- Approval Message

10.1 APPLICATION ERROR

Tradelink Backend System would perform validation on the message and security checking upon receiving the CO AP, CO MD and Endorsement by Subcontractor (if applicable). An Application Error message will be sent to exporter only within 30 mins if the validation is not satisfactorily. Exporter has to follow up with the error message and re-send it to Tradelink for further validation.

You may receive the Application Error Message in the Inbox when you connect to Tradelink.

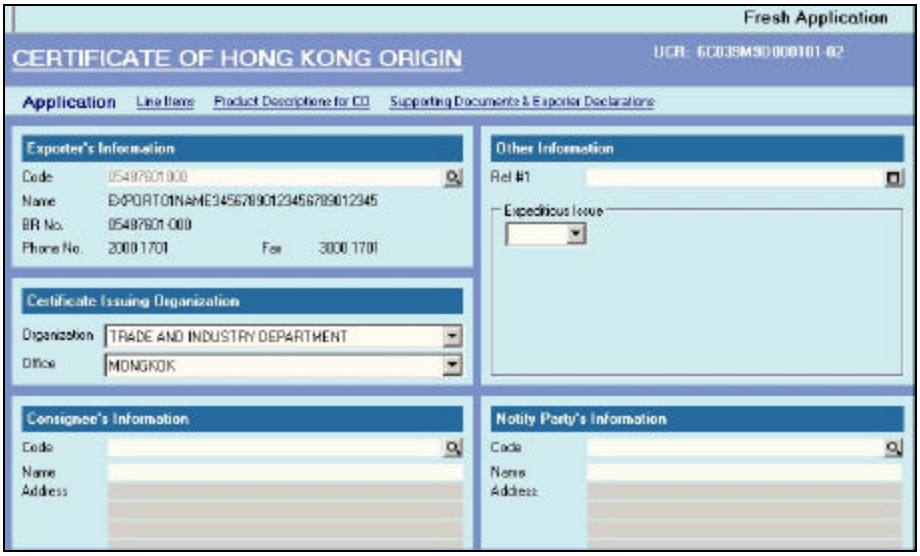
1 To open the message, double click the message in the Inbox as follows:



2 The error code and error description will be shown on the screen.

*3 To amend the document, click the **Open** button on right hand corner.*

4 The corresponding CO AP will be opened for amendment.



5 Amend the data field as necessary.

6 Click

upon amendment. Click

to add the electronic signature, then connect to Tradelink for validation.

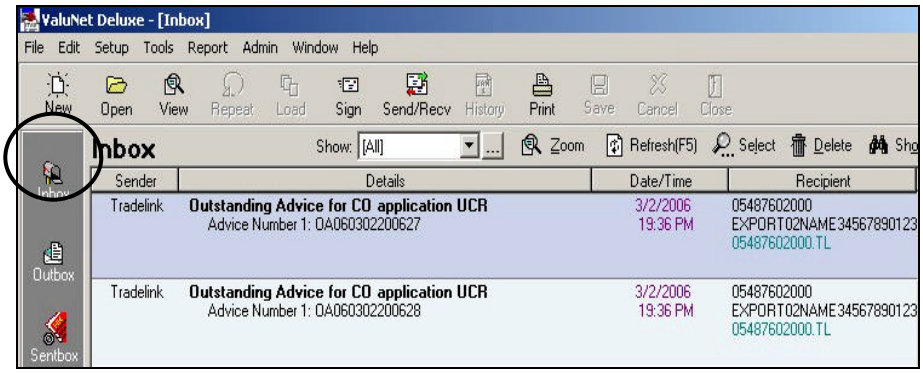
Tips	
	Exporter will receive the Application Error (AE) Message if the CO AP and CO MD does not match. Manufacturer may also receive AE Messages if problems are found in the CO MD

10.2 OUTSTANDING ADVICE

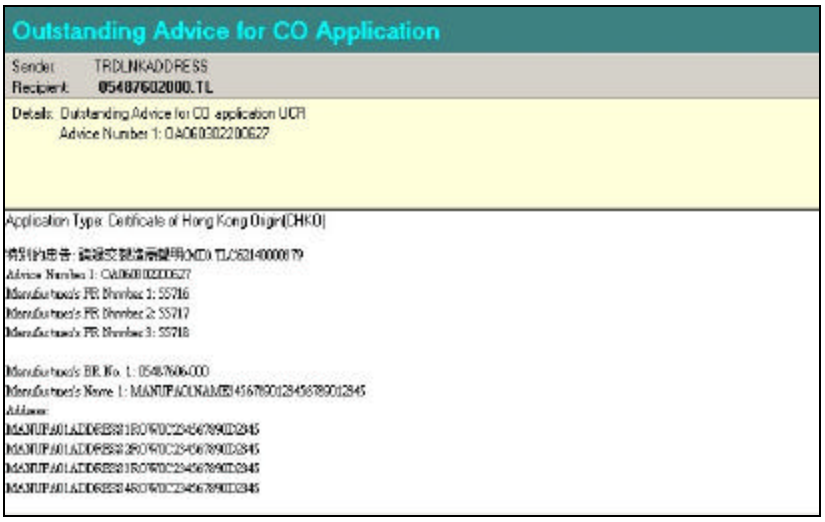
Outstanding Advice is a message sent by Tradelink to the **exporter**. Tradelink will perform data validation upon receiving both the CO AP, CO MD and endorsement message from Subcontractor (if applicable). Should the AP being sent to Tradelink for 7 days, and no CO MD has been made by the manufacturer, an Outstanding Advice message will be sent to Exporter.

You can serve the Outstanding Advice as a follow up message to the Exporter and remind him no CO MD being made by the manufacturer.

1 You will receive the Outstanding Advice message in the Inbox when you make connection to Tradelink.



2 To open the message, double click the message in the Inbox as follows:


Outstanding Advice for CO Application
Sender: TRDLNKADDRESS
Recipient: 05487602000.TL
Details: Outstanding Advice for CO application UCR
Advice Number 1: OA060302200627
Application Type: Certificate of Hong Kong Origin[CHKO]

3 You will find the outstanding manufacturer's information is being listed in this screen.

4 Exporter has to follow up with the manufacturer (eg by phone to ensure the CO MD reaches Tradelink within the next 7 days).

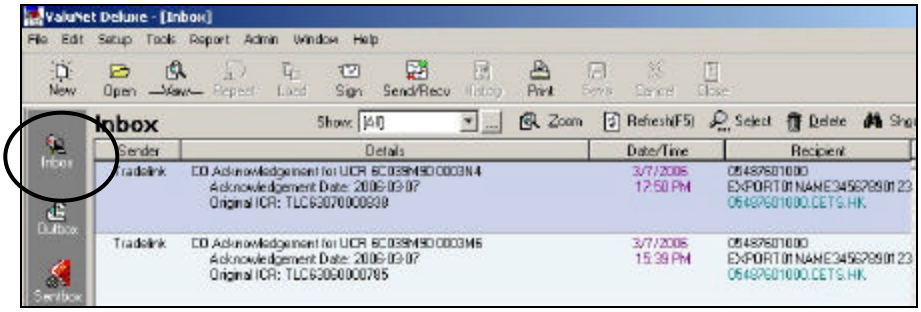
Tips	
	Should there is no CO MD to Tradelink after 7 days of the received CO AP. Tradelink will then issue an Outstanding Advice message to the Exporter If the required CO MD still not reached Tradelink after 14 days of the CO AP, Tradelink will disregard this CO application and a termination notice will be sent to the exporter. On the other hand, if the CO MD and Endorsement from Subcontractor's (if applicable) have been sent to Tradelink after 7 days and no CO AP being received, Tradelink will disregard this CO application and a termination notice will be send to the manufacturer Exporter has to prepare another new CO AP and send it to Tradelink if the former CO AP is being disregarded

10.3 ACKNOWLEDGEMENT

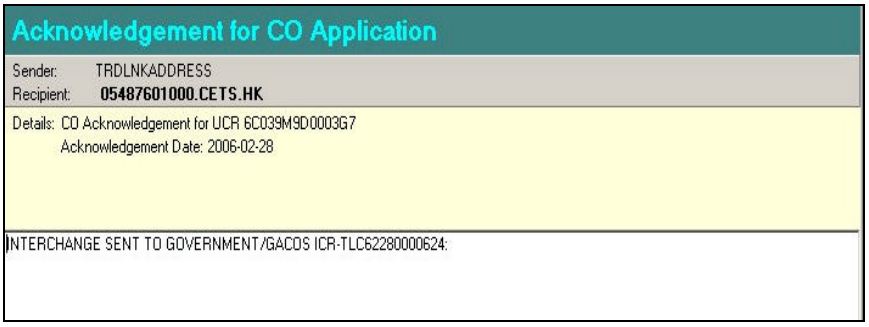
An acknowledgement message will be sent to manufacturer if all the subcontractor(s) has/have endorsed the CO MD message.

Tradelink Backend System would perform validation on the message and security checking upon receiving the CO AP, CO MD and Endorsement from subcontractor (if applicable). Upon successfully validation, another acknowledgement message will send to all parties within 30 mins and the message would be forwarded to Govt/GACOs for further processing.

1 You may receive the Acknowledgement Message in the Inbox when you connect to Tradelink.



2 To open the message, double click the message in the Inbox and you will see the following screen

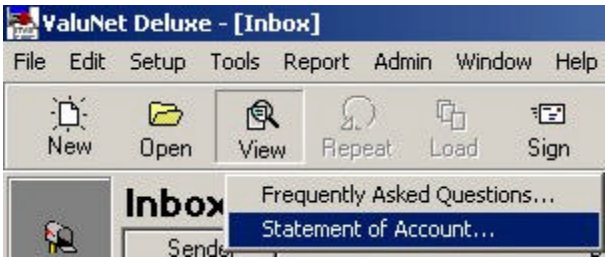


Tips You should receive Government message eg Approval / Deferred message on the third day upon receiving the ACK message

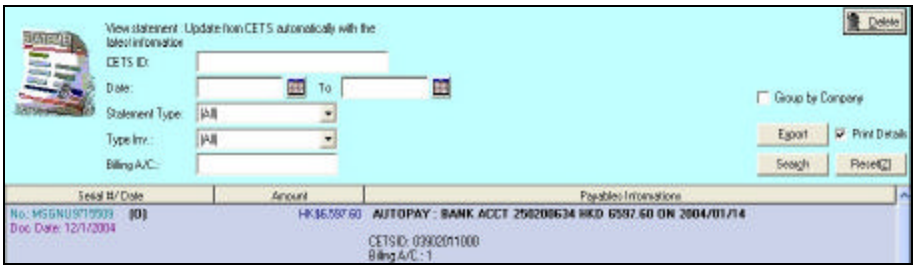
10.4 SUBSCRIBER'S STATEMENT

Subscriber's statement is an electronic message sent by Tradelink to its customers regularly (bi-weekly or monthly). Upon receipt of the statement, the customer needs to ensure the dedicated bank account has sufficient fund to cover the billed amount. Normally, Tradelink will debit customer's bank account 2 days after the statement date.

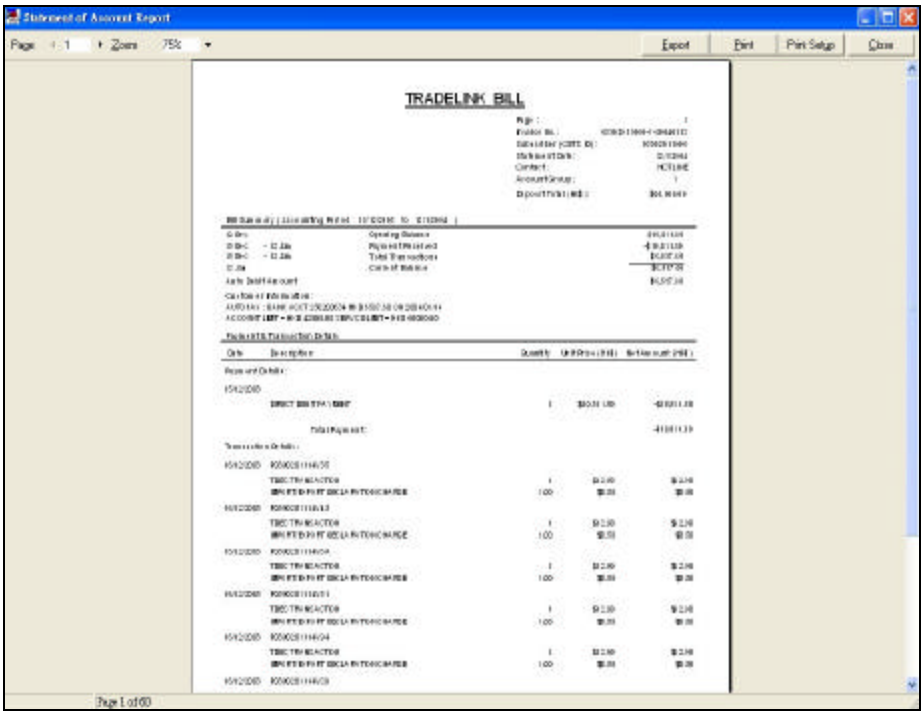
*1 Click **View** on the tool bar then select **Statement of Account**.*


ValuNet Deluxe - [Inbox]
File Edit Setup Tools Report Admin Window Help
New Open View Repeat Load Sign
Inbox
Frequently Asked Questions...
Statement of Account...

2 Double click the bill and the following message will be opened.



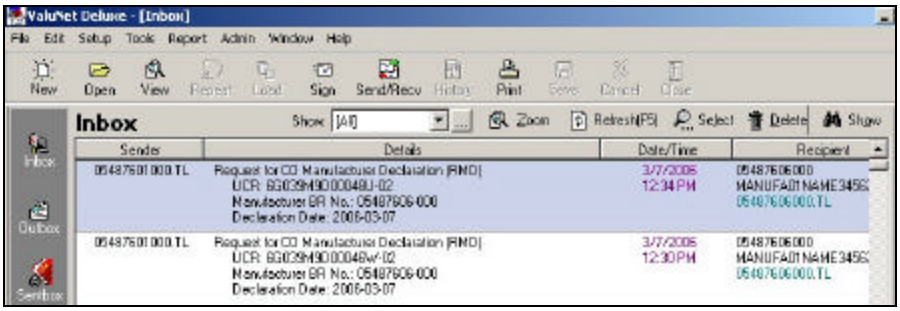
3 You can view the statement detail by double click each statement



10.5 REQUEST FOR RMD

Request for MD is a message from the exporter to the manufacturer(s) and notify the manufacturer to submit his Manufacturer Declaration to Tradelink.

1 You may receive Request for MD Message in the Inbox when you connect to Tradelink.



2 To view the message, double click the message in the Inbox as follows:

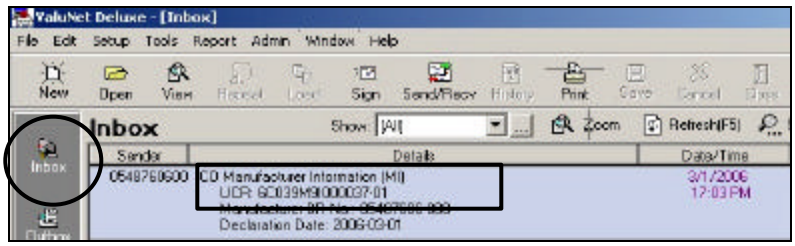
Tips	You can refer to Chapter 7.1 for loading the RMD information to form a CO MD

10.6 REQUEST FOR MI

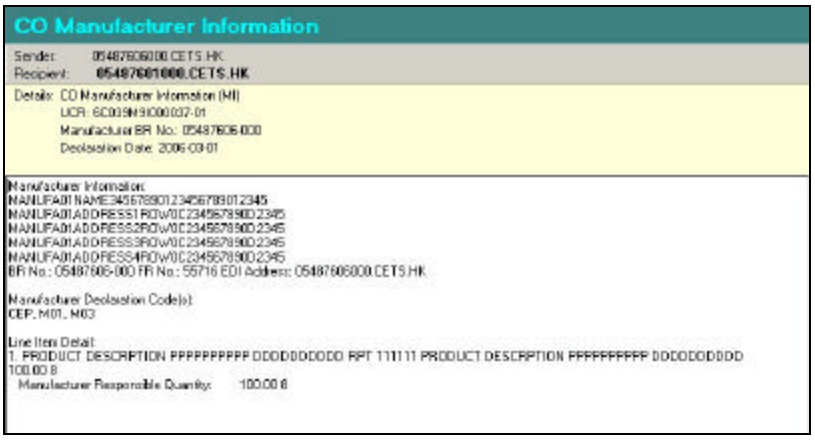
Request for MI is a message from the manufacturer to the exporter and notify the exporter to submit his CO AP to Tradelink.

You may receive Request for MI Message in the Inbox when you connect to Tradelink.

1 To open the message, double click the message in the Inbox.


ValuNet Deluxe - [Inbox]
File Edit Setup Tools Report Admin Window Help
New Open View Reject Load Sign Send/Recv History Print Save Cancel Close
Inbox
Show [All] Zoom Refresh(F5)
Sender Details Date/Time
0548760600 CO Manufacturer Information (MI)
UCR: 6G039M9D00037-01
Declaration Date: 2006-03-01
3/1/2006 17:03 PM

2 Double click MI message at inbox to view the detail



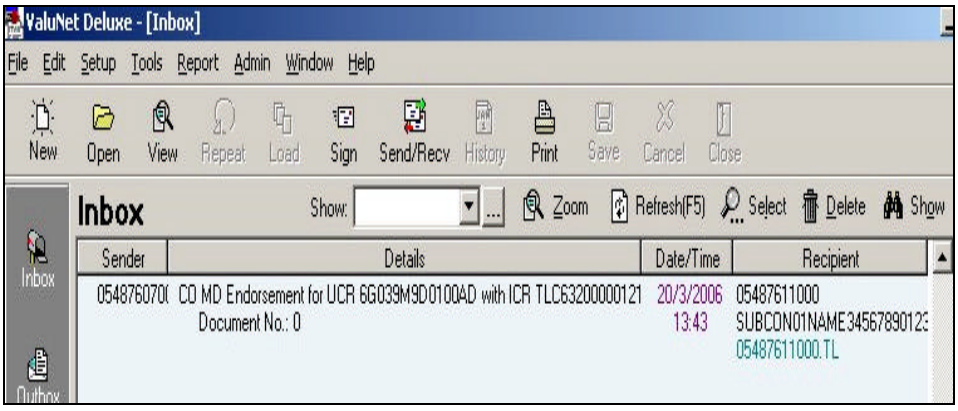
Tips You can refer to Chapter 7.3 for loading the MI information to form a CO AP

10.7 CO MD ENDORSEMENT

MD Endorsement is a message sent from manufacturer to his subcontractor and request the subcontractor to review and add an electronic signature on the CO form.

You may receive CO MD Endorsement message in the Inbox when you connect to Tradelink.

1 You will find an Endorsement message in the Inbox.

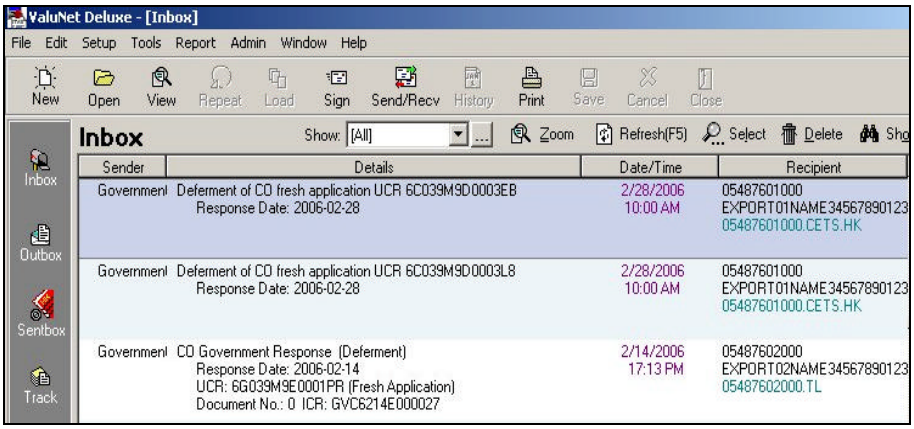

ValuNet Deluxe - [Inbox]
File Edit Setup Tools Report Admin Window Help
New Open View Repeat Load Sign Send/Recv History Print Save Cancel Close
Inbox
Show:
Zoom Refresh(F5) Select Delete Show
Inbox
Outbox
Sender Details Date/Time Recipient
0548760700 CO MD Endorsement for UCR 6G039M9D0100AD with ICR TLC63200000121 20/3/2006 13:43 05487611000
Document No.: 0
SUBCON01NAME3456789012
05487611000.TL

Tips You can refer to Chapter 8 for details of handling an endorsement message

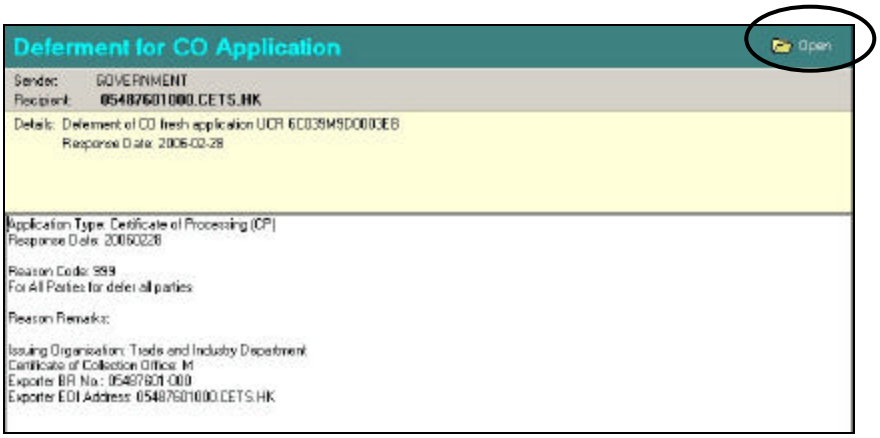
10.8 DEFERMENT

Deferment is an inquiry message sent by Government to the exporter and manufacturer on a particular CO application.

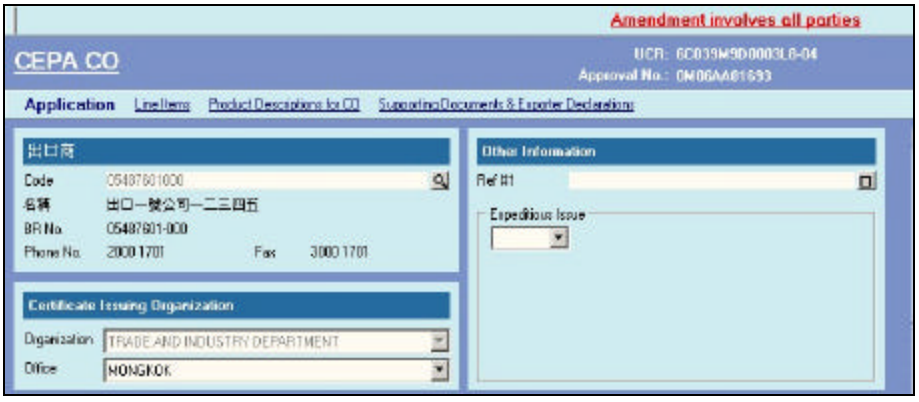
1 You may receive Deferment Message in the Inbox when you connect to Tradelink.



2 To open the message, double click the message in the Inbox as follows:


Deferment for CO Application
Open
Sender: GOVERNMENT
Recipient: 05487601000.CETS.HK
Details: Deferment of CO fresh application UCR 6C039M9D0003EB
Response Date: 2006-02-28
Application Type: Certificate of Processing (CP)
Response Date: 20060228
Reason Code: 999
For All Parties for defer all parties
Reason Remarks:
Issuing Organisation: Trade and Industry Department
Certificate of Collection Office: M
Exporter BR No.: 05487601-000
Exporter EDI Address: 05487601000.CETS.HK

*3 Click **Open** on the top left hand corner to open the related CO AP for amendment.*



*4 Amend the field as necessary. **All parties** included exporters and manufacture. **Exporter only** mean amendment involve exporter only*

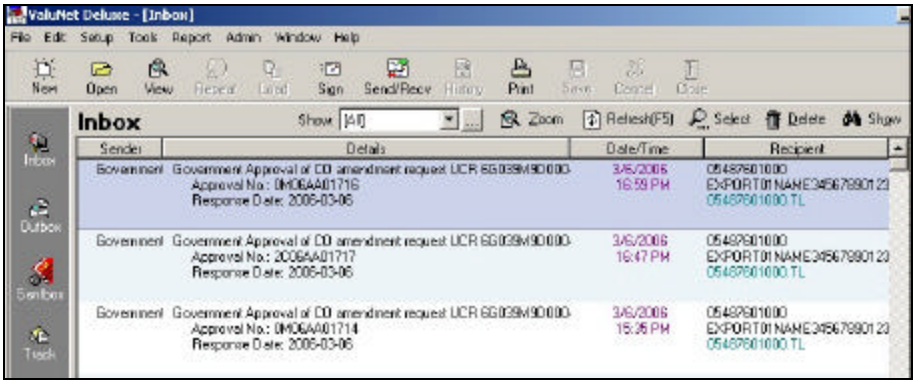
*5 Click **Save** upon finished. Sign document and connect to Tradelink.*

10.9 APPROVAL MESSAGE

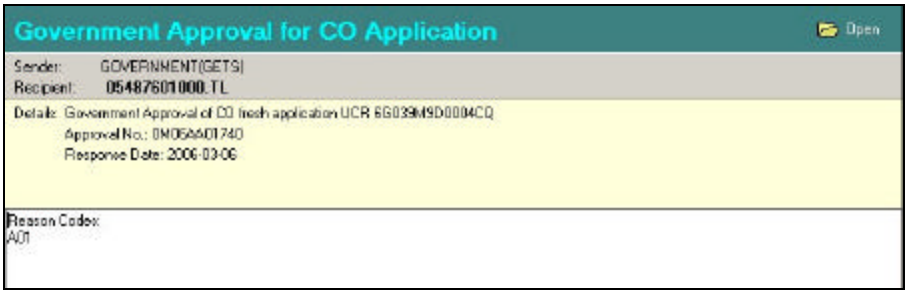
Approval Message will be sent to manufacturer and exporter by Government for the approved certificate.

You may receive the Approval Message in the Inbox when you connect to Tradelink.

1 To open the message, click the message in the Inbox.


ValuNet Deluxe - [Inbox]
File Edit Setup Tools Report Admin Window Help
New Open View Repeat Load Sign Send/Recv History Print Save Cancel Close
Inbox
Show [All]
Zoom Refresh(F5) Select Delete Show
Inbox
Outbox
Sentbox
Tools
Sender Details Date/Time Recipient
Government Government Approval of CO amendment request UCR 6G039M9D000 Approval No.: 0M06AA01716 Response Date: 2006-03-06 3/6/2006 16:59 PM 0548760100 EXPORT01 NAME3456789012 0548760100 TL
Government Government Approval of CO amendment request UCR 6G039M9D000 Approval No.: 2006AA01717 Response Date: 2006-03-06 3/6/2006 16:47 PM 0548760100 EXPORT01 NAME3456789012 0548760100 TL
Government Government Approval of CO amendment request UCR 6G039M9D000 Approval No.: 0M06AA01714 Response Date: 2006-03-06 3/6/2006 15:35 PM 0548760100 EXPORT01 NAME3456789012 0548760100 TL

2 Double click and you can see the expanded message with an approval number.

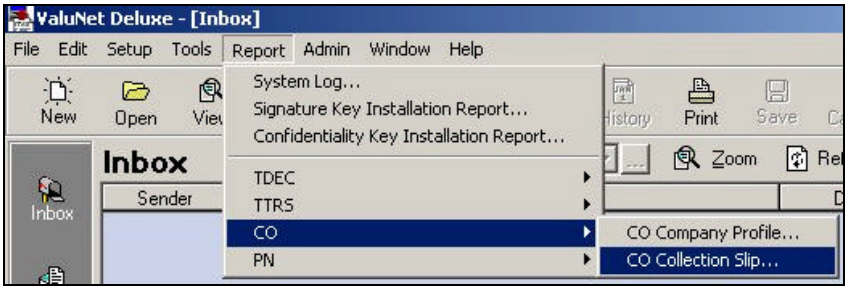


Tips	You have to print the collection slip for the certificate (you can refer to chapter 11 for detail)

CHAPTER 11: PRINT COLLECTION SLIP

Upon received the approval message, you can print the collection slip to collect the certificate of origin.

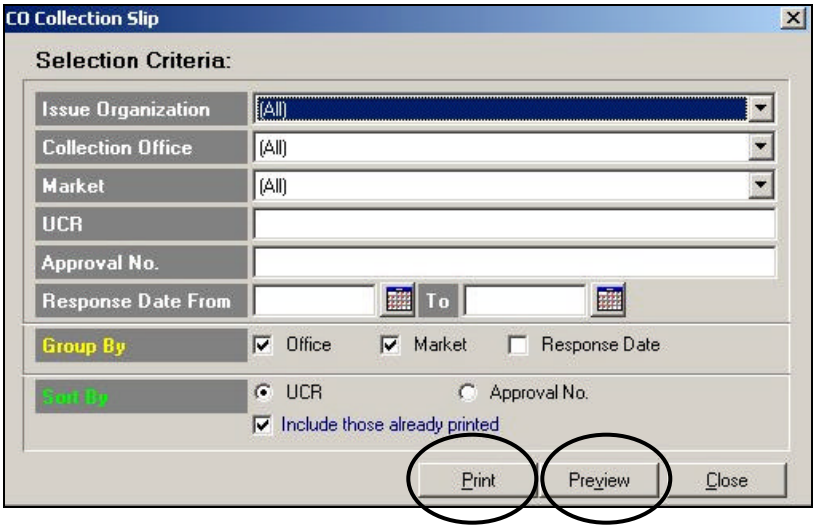
*1 Click **Report** at the Menu Bar, then select **Collection Slip**. The following screen appears:*



2 You can choose different UCR, Collection Office, Issue Organization, Approved No. or period of the CO response in the screen. Select as appropriate.

*3 Click **Preview** to view the collection slip*

*4 Click **Print** to print out the collection slip hard copy*



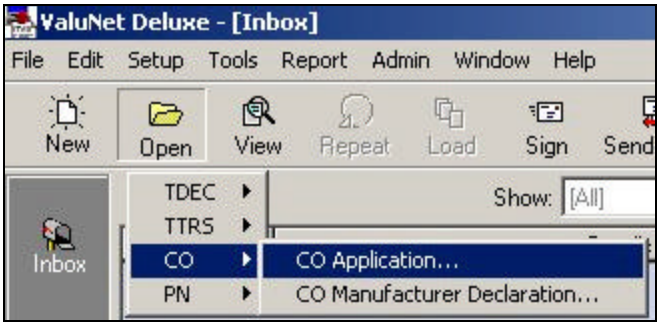
CHAPTER 12: CANCELLATION AND AMENDMENT REQUEST

You can only selected the Approved CO for sending Cancellation Request.

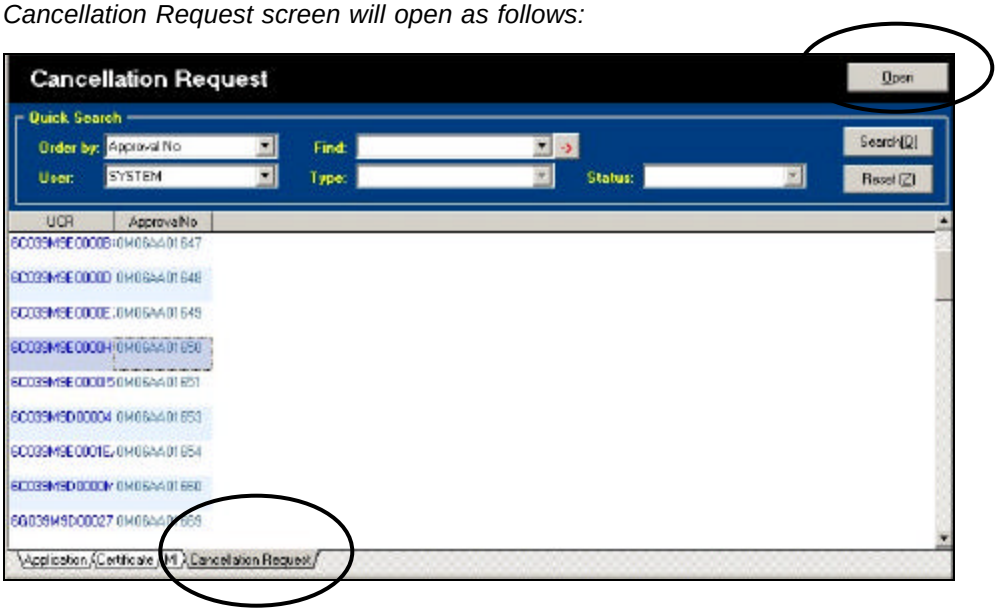
12.1 CANCELLATION REQUEST

*Only **Exporter** can perform a Cancellation Request.*

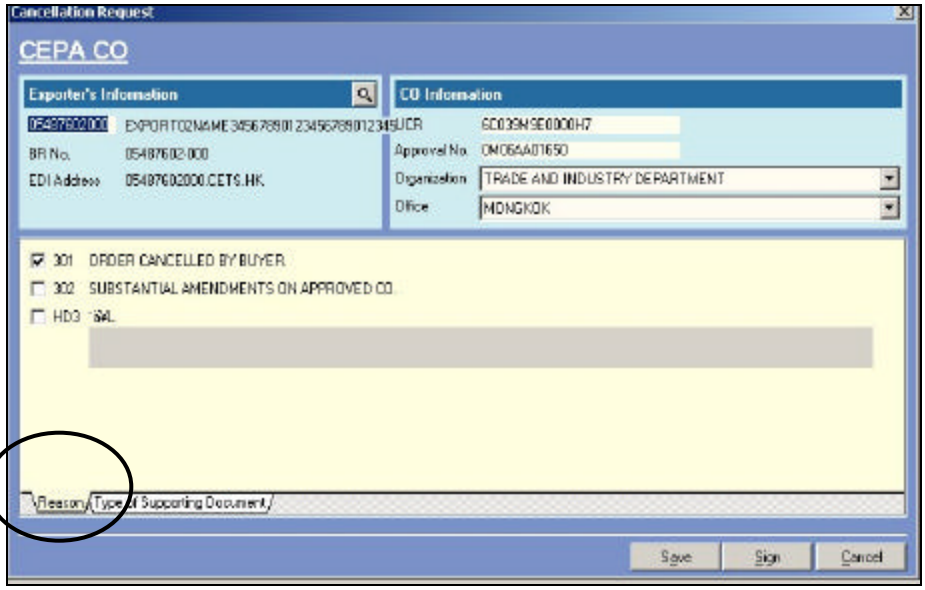
*1 Select **Open** and click **CO Application** .*



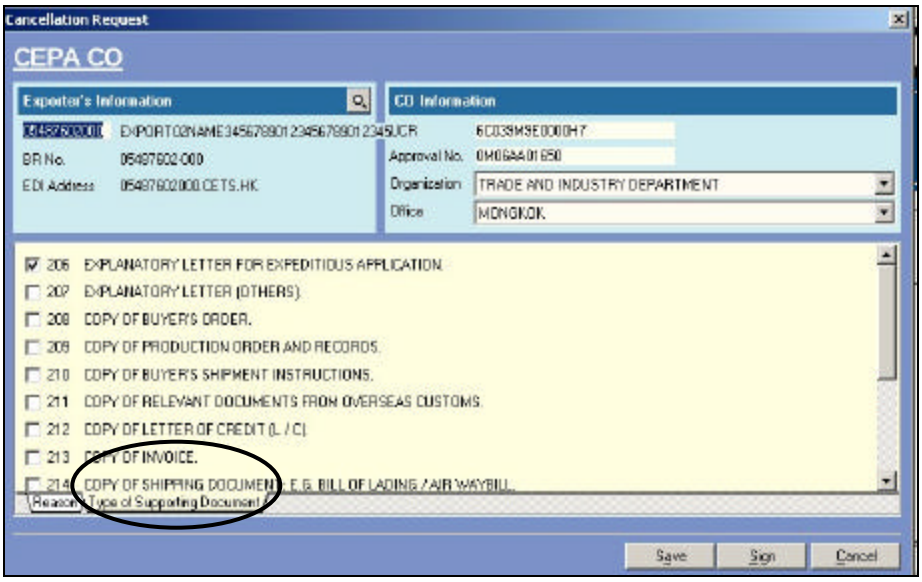
*2 Choose **Cancellation Request** on the bottom. Then click **Open** at the left corner. The Cancellation Request screen will open as follows:*



3 All necessary information will be brought forward onto the screen. Exporter has to click the ***Reason*** *for cancellation.*



4 Click the ***Type of Supporting Document*** *folder and click the paper document to be submit.*


Cancellation Request
CEPA CO
Exporter's Information
CO Information
BR No. 05497602-000
EDI Address 05497602000.CETS.HK
Approval No. 0M06AA01650
Organization TRADE AND INDUSTRY DEPARTMENT
Office MONGKOK
206 EXPLANATORY LETTER FOR EXPEDITIOUS APPLICATION
207 EXPLANATORY LETTER (OTHERS)
208 COPY OF BUYER'S ORDER.
209 COPY OF PRODUCTION ORDER AND RECORDS.
210 COPY OF BUYER'S SHIPMENT INSTRUCTIONS.
211 COPY OF RELEVANT DOCUMENTS FROM OVERSEAS CUSTOMS.
212 COPY OF LETTER OF CREDIT (L / C)
213 COPY OF INVOICE.
214 COPY OF SHIPPING DOCUMENT E.G. BILL OF LADING / AIR WAYBILL.
Reason
Type of Supporting Document
Save
Sign
Cancel

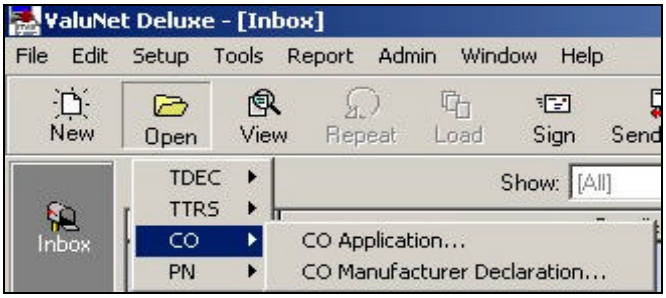
5 Upon finish, click the ***Sign*** *for signature or* ***Save*** *to record the cancellation request.*

Tips	
	Only exporter can make cancellation. Exporter has to ensure all the data on the cancellation request screen is correct before sending it to Gov't/GACOs. If the cancellation request is approved by Govt/GACOs, Approval of Cancellation will be sent to both the exporter and manufacturer. Exporter can click the icon to change the information if necessary.

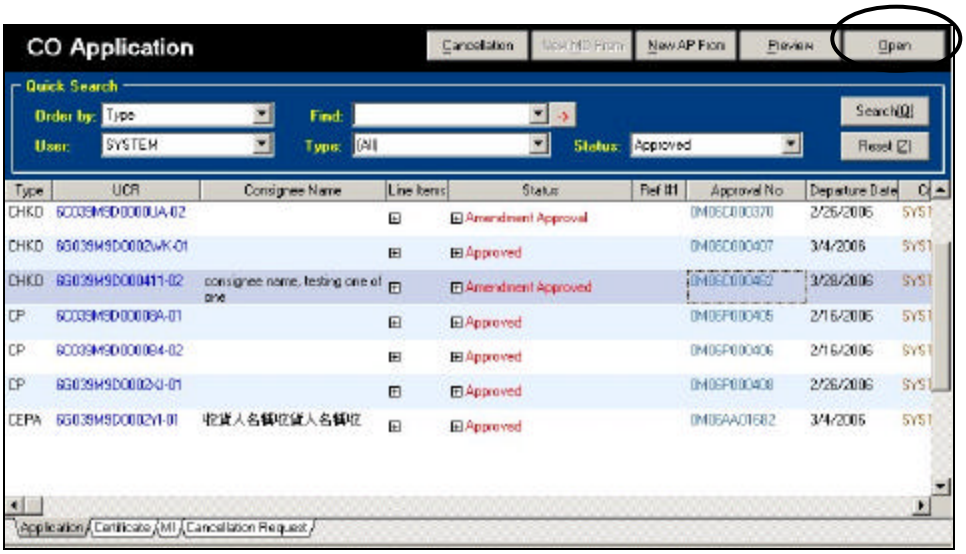
12.2 AMENDMENT REQUEST

You can only selected the Approved CO AP/MD for making an Amendment Request on a particular CO AP or CO MD.

1 Select Open and click CO Application / Manufacturer Declaration .



*2 Select the approved CO AP / MD. You can use the icons on the right hand side to shortlist the approved messages. Click **Open** to open the document for amendment.*



*3 The status will be changed to **Amendment** on the top right hand side of the document.*

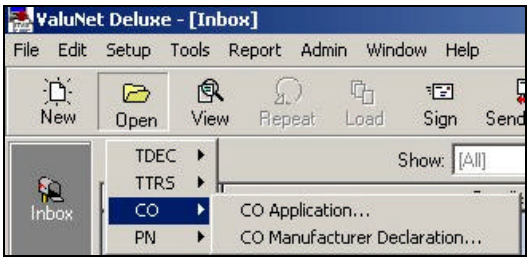
*4 Edit / Amend the field as necessary. Upon finish, click **Save** or **Sign** to add an electronic signature.*

Tips	
	If the Amendment only involves the exporter, then, the exporter needs to amend/edit the field and forwards the message to Tradelink. The Exporter has to click the status tag as **Amendment involves exporter only.** Then only the amended CO AP will be sent to Govt/GACOs. However, if the Amendment involves both the exporter and manufacturer, the exporter has to change status: **Amendment involves all parties** and the amendment process will be similar to preparing a fresh CO application. Exporter/Manufacturer has to amend the CO AP/CO MD, then forward an RMD/MI message to his trading partner. Tradelink will perform validation upon receiving the re-submitted CO AP and CO MD.

CHAPTER 13: OTHER FEATURES

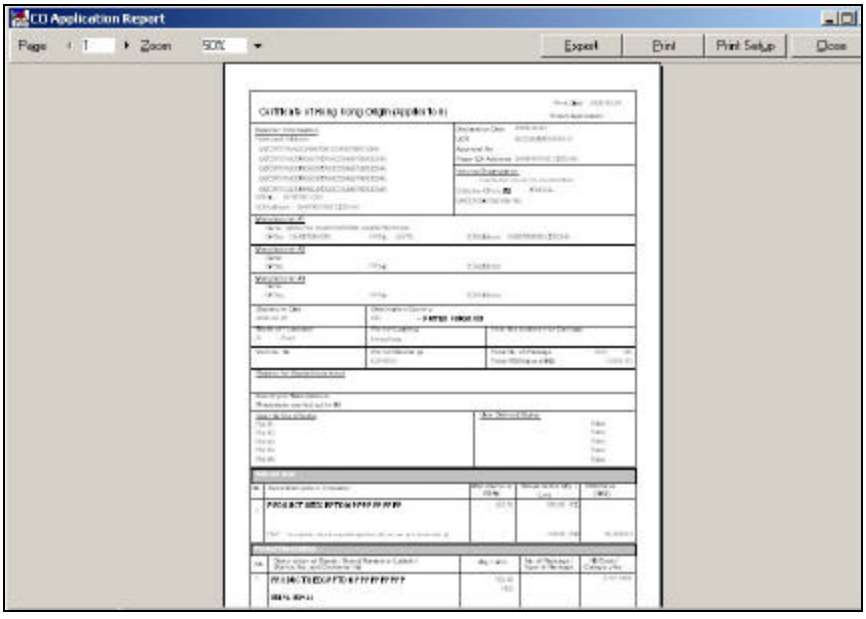
13.1 PRINT CO FORM

*1 Click **Open**, **CO** and select either **CO AP / MD***



*2 Use mouse to click the appropriate form to be printed. Then select the **Preview** button at top right hand corner.*

3 Click Print to print out hard copy

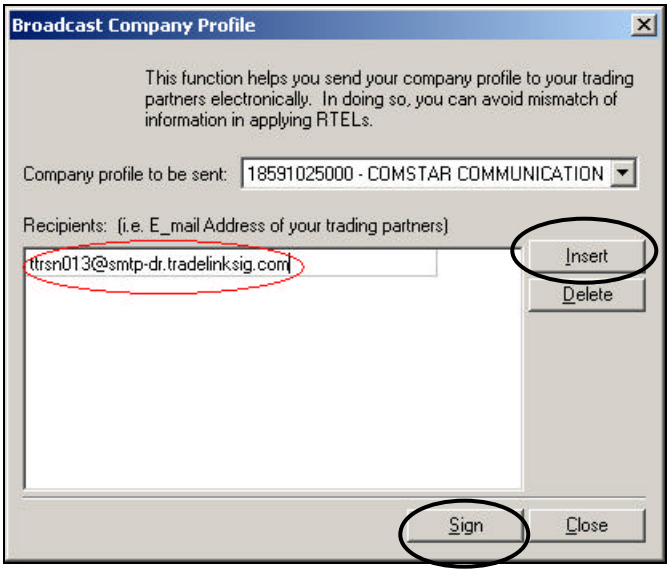


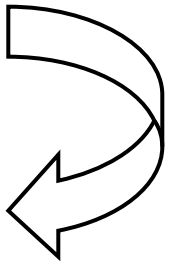
13.2 BROADCAST CO PROFILE

You can send your company profile to your trading partners electronically by using this function.

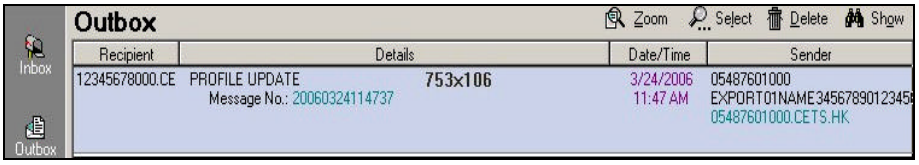
*1 Click **Broadcast Company Profile for CO/PN** under menu bar, the following screen will appear:*

2 Input the Tradelink assigned E_mail Address and click insert to add another E_Mail address field. Upon finish, click Sign.


Broadcast Company Profile
This function helps you send your company profile to your trading partners electronically. In doing so, you can avoid mismatch of information in applying RTELs.
Company profile to be sent:
18591025000 - COMSTAR COMMUNICATION
Recipients: (i.e. E_mail Address of your trading partners)
ttrsn013@smtp-dr.tradelinksig.com
Insert
Delete
Sign
Close

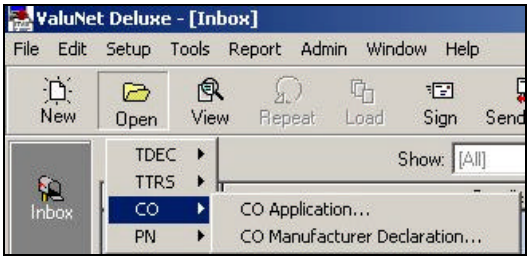


electronicmessage – Profile update has been put into Outbox.

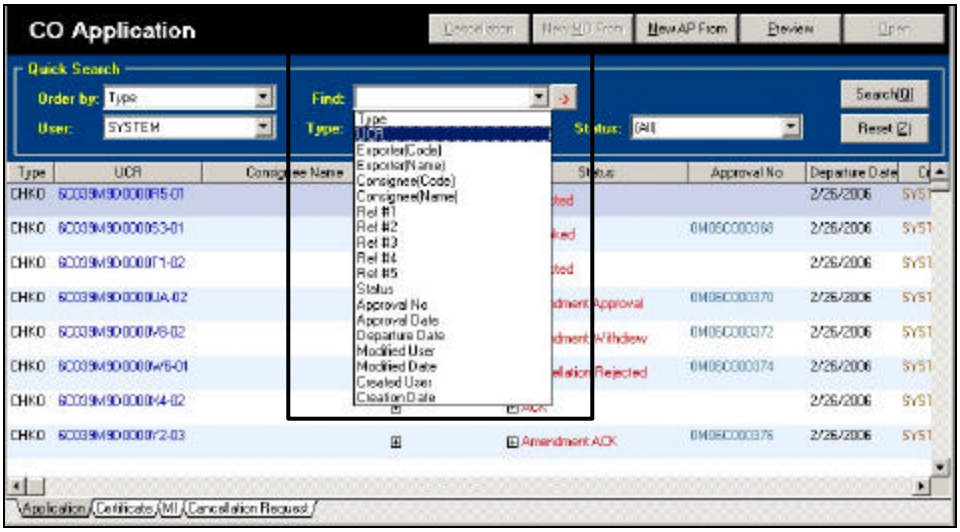


13.3 QUICK SEARCH

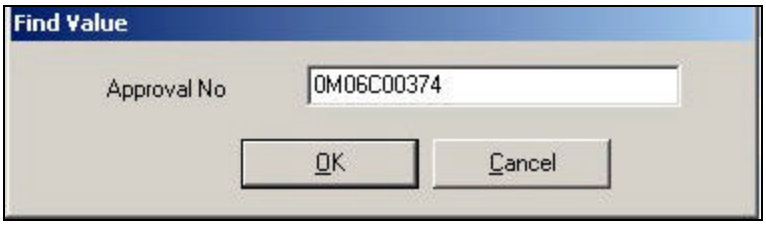
1 You can click Open CO, select CO Application / CO Manufacturer Declaration



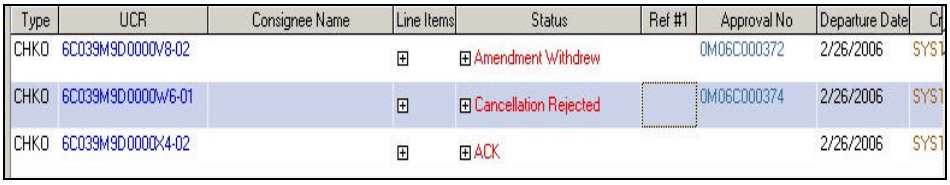
*2 Click **Find** to view the criteria that you like to search*



*3 Eg, select Approval No field and input approval no for searching. Then press **OK***



4 System will highlight the result

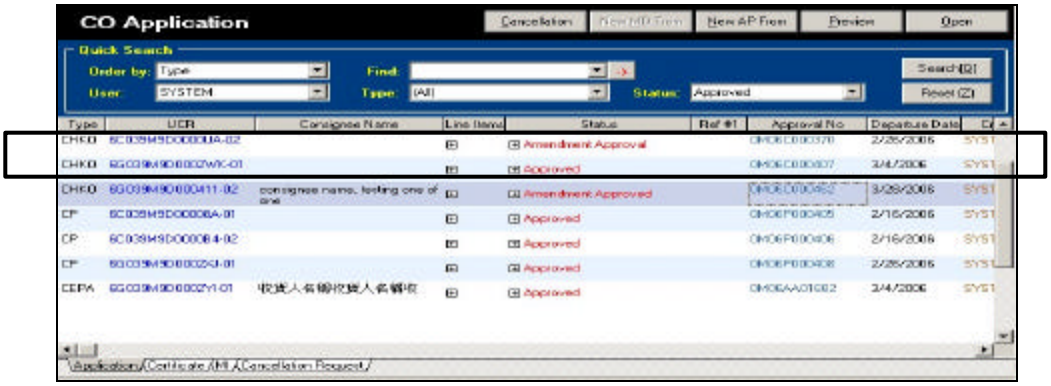


Type	UCR	Consignee Name	Line Items	Status	Ref #1	Approval No	Departure Date	Cr
CHKO	6C039M9D0000V8-02		⊞	⊞ Amendment Withdrew		0M06C000372	2/26/2006	SYST
CHKO	6C039M9D0000W6-01		⊞	⊞ Cancellation Rejected		0M06C000374	2/26/2006	SYST
CHKO	6C039M9D0000X4-02		⊞	⊞ ACK			2/26/2006	SYST

13.4 CUSTOMIZED LAYOUT

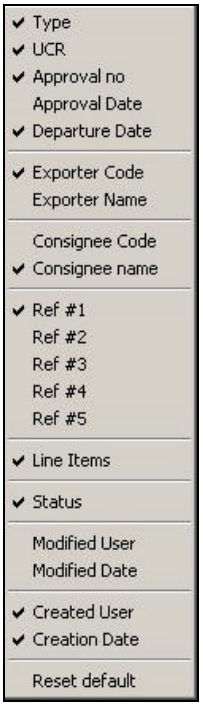
13.4.1 ADD / DELETE FIELD

1 User can customized the layout in searching menu



*2 Simply **right** click the mouse. User can view the menu bar. Select **Show data items***

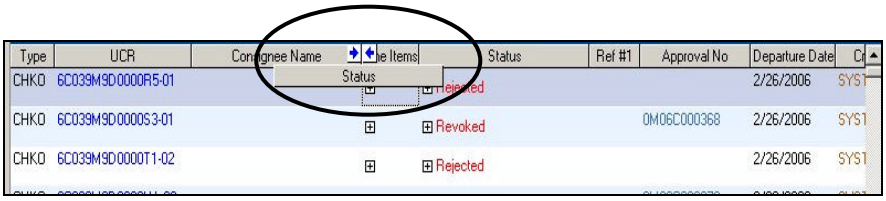
3 Show in the menu bar. Unclick mean do not show in the menu bar

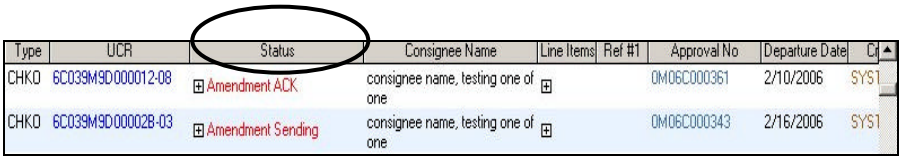


13.4.2 MOVING FIELD

User can move the field to anywhere.

1 Point to the field, click and move the mouse to anywhere you like and then release the mouse.





CHAPTER 14: APPENDIX

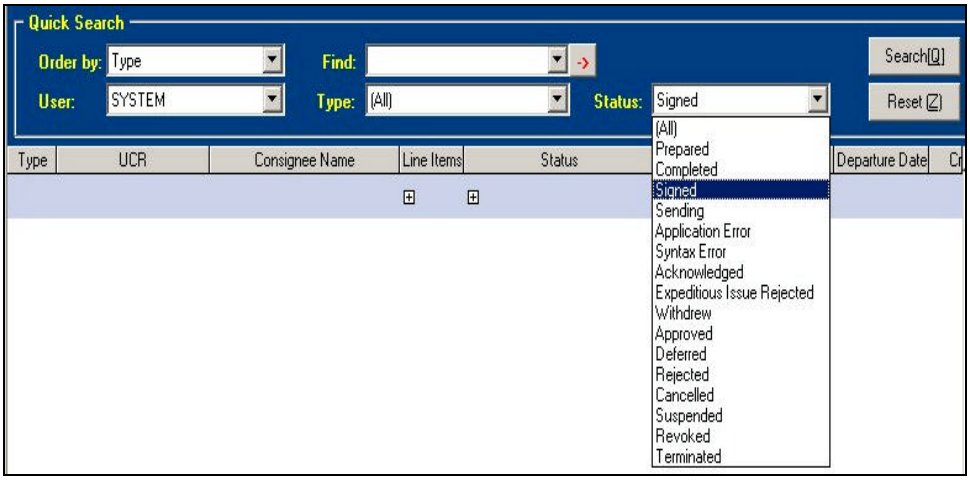
14.1 MESSAGE TYPES

Type	Message	Details	Received by
1	Acknowledgement (ACK)	Tradelink Backend System would perform validation on the message and security checking of the manufacturer, exporter and subcontractor against the traders profile record. Upon successfully validation, the ACK message will be issued to parties involved for CO application, re-submission and amendment.	Manufacturer, Exporter and subcontractor
2	Approval	Govt takes 1 working day to validate the message. Upon successfully validated the CO application, this message will be sent out.	Manufacturer and Exporter
3	Syntax Error	When a message is sent, it undergoes syntactic checks as well as content check. If the syntax is found to be invalid, a syntax error is generated.	Sender
4	Application Error	If the syntax error is passed, the document undergoes a content check for validation of subscriber information, signature authentication and other document specific validation. If any of these fails, an application error is sent.	Exporter
5	Rejection/Approval for Cancellation Request	Should the Govt rejected or approved for request for cancellation/request, this message will be sent.	Exporter and Manufacturer
6	Deferment	It is an inquiry message from Government on specific PN application.	Exporter and Manufacturer

* Other messages will be sent to both the manufacturer and exporter.

14.2 STATUS EXPLANATION

User can refer to the following table for the detail explanation of each Status



Prepared	The application is created but failed in validation check
Completed	The application is created and being validated successfully
Signed	The application has been signed and awaiting for sending
Sending	The application is being sent to its recipient
Acknowledged	The application has reached by the issuing organization
Syntax Error	The application has been rejected by Tradelink due to syntactical error of the message
Application Error	The application has been rejected by Tradelink due to error
Expeditious Issue rejected	The issuing organization has rejected the expeditious issue request for the application
Withdrawn	The issuing organization has accepted the withdrawal request from the user
Approved	The issuing organization has approved the application
Deferred	The issuing organization has deferred the application
Rejected	The issuing organization has rejected the application
Cancelled	The issuing organization has accepted the cancellation request from the user
Suspended	The issuing organization has suspended the application
Revoked	The issuing organization has revoked the application
Terminated	The application has expired or can not be further processed